

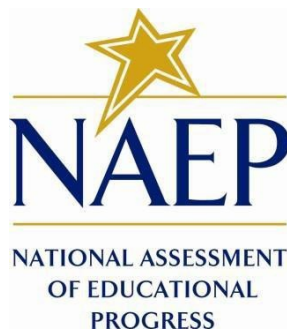
NATIONAL CENTER FOR EDUCATION STATISTICS
NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS

*National Assessment of Education Progress (NAEP)
2019 and 2020
Long-Term Trend (LTT) 2020 Update 2*

Appendix D2

NAEP 2019 Communications and Recruitment Materials

OMB# 1850-0928 v.16



October 2018
No changes since v.11

The NAEP website, for which links are provided throughout Appendices D1 and D2, uses language that describes the study and its data security procedures consistent with the description presented here.

The confidentiality citation has been updated in September 2018. The following materials were distributed prior to that time, at which point they reflected the previous confidentiality citation (as approved in OMB #1850-0928 v.9): Appendices D1-1, D1-2, D1-3, D1-4, D1-5, D1-6, D1-10, D1-11, D1-12, and D2-1 through D2-16. Online version of these materials and any future mailings of these materials will include the new confidentiality citation (as reflected in the revised version of this document). Updated versions of all communication and recruitment materials to be used henceforth will reflect the new confidentiality citation as reflected in this package version.

Table of Contents

Contents

Appendix D2-1: NAEP 2019 Facts for Districts.....	4
Appendix D2-2: NAEP 2019 Facts for Principals.....	8
Appendix D2-3: NAEP 2019 Notification Letter from Chief State School Officer to District Superintendent.....	17
Appendix D2-4: NAEP 2019 Notification Letter from NAEP State Coordinator to School Principal.....	20
Appendix D2-5: NAEP 2019 Assessment Details Letter NAEP State Coordinator to Principals.....	26
Appendix D2-6: NAEP 2019 Assessment Details Letter NAEP State Coordinator to School Coordinator.....	29
Appendix D2-7: NAEP 2019 Save-the-Date Letter from NAEP Coordinator to School Principal.....	32
Appendix D2-8: NAEP in Your Private School 2019.....	34
Appendix D2-9: NAEP in Your School 2019.....	44
Appendix D2-10: NAEP 2019 Sample Endorsement Letter from Private School Organization to Private School Administrator.....	54
Appendix D2-11: NAEP 2019 Parent/ Guardian Notification Letters, Private School.....	56
Appendix D2-12: NAEP 2019 Parent/ Guardian Notification Letters.....	60
Appendix D2-13: 2019 State Guide to NAEP Participation.....	65
Appendix D2-14: 2019 Trial Urban District Assessment (TUDA) Guide to NAEP Participation.....	70
Appendix D2-15: 2019 NCES Letter to Chiefs.....	75
Appendix D2-16: 2019 NIES Sample Parent Letter.....	78
Appendix D2-17: Thank You for Your Participation Letter.....	81
Appendix D2-18: NAEP State Coordinator Letter to High School Transcript Study (HSTS) Coordinator.....	83
Appendix D2-19: NAEP In Your School Recruitment Brochure Text, High School Transcript Study (HSTS).....	86
Appendix D2-20: NAEP High School Transcript Study (HSTS) Parent Information Letter.....	90
Appendix D2-21: NAEP High School Transcript Study (HSTS) Parent Consent Letter.....	92
Appendix D2-22: NAEP Middle School Transcript Study (MSTS) Sample Recruitment Letter from NCES.....	95
Appendix D2-23: NAEP Middle School Transcript Study (MSTS) TUDA Recruitment Brochure Text.....	97
Appendix D2-24: NAEP Middle School Transcript Study (MSTS) Letter of Interest From Districts.....	100
Appendix D2-25: NAEP Middle School Transcript Study (MSTS) Letter to Districts Participating in the Study.....	102
Appendix D2-1-S-PR (Spanish version): NAEP 2019 Facts for Districts, Puerto Rico.....	104
Appendix D2-2-S-PR (Spanish version): NAEP 2019 Facts for Principals, Puerto Rico.....	107

Appendix D2-3-S-PR (Spanish version): NAEP 2019 Notification Letter from Chief State School Officer to District Superintendent, Puerto Rico.....	110
Appendix D2-4-S-PR (Spanish version): NAEP 2019 Notification Letter from NAEP State Coordinator to School Principal, Puerto Rico.....	112
Appendix D2-5-S-PR (Spanish version): NAEP 2019 Assessment Details Letter NAEP State Coordinator to Principals, Puerto Rico.....	115
Appendix D2-6-S-PR (Spanish version): NAEP 2019 Assessment Details Letter NAEP State Coordinator to School Coordinators, Puerto Rico.....	117
Appendix D2-7-S-PR (Spanish version): NAEP 2019 Save-the-Date Letter from NAEP Coordinator to School Principals, Puerto Rico.....	120
Appendix D2-9-S & S-PR (Spanish version): NAEP in Your School 2019.....	122
Appendix D2-11-S (Spanish version): NAEP 2019 Parent/Guardian Notification Letter, Private School– U.S. Spanish Speaking Populations.....	125
Appendix D2-12-S & S-PR (Spanish version): NAEP 2019 Parent /Guardian Notification Letter, Public School– U.S. Spanish Speaking Populations.....	132

Appendix D2-1: NAEP 2019 Facts for Districts

**NAEP 2019
Facts for Districts**

Page One Sidebar

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- Elected officials, policymakers, and educators all use NAEP results to develop ways to improve education.
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- NAEP serves a different role than state assessments. While states have their own unique assessments with different content standards, the same NAEP assessment is administered in every state, providing a common measure of student achievement.
- Depending on the type of NAEP assessment that is administered, the data can be used to compare and understand the performance of demographic groups within your state, the nation, other states, and districts that participate in the Trial Urban District Assessment (TUDA). NAEP is not designed to collect or report results for individual students, classrooms, or schools.
- To provide a better understanding of educational experiences and factors that may be related to students' learning, students, teachers, and principals who participate in NAEP are asked to complete survey questionnaires.

Page One Body

“Informational assessment materials were accessible and easy to understand. The NAEP representative assigned to our school was supportive and very knowledgeable about assessment protocols and what our school needed to do to be well prepared. On testing day, the NAEP team was organized and administered the assessment efficiently.”

- Ronda E. George, Assistant Principal, Noe Middle School, Louisville, KY

The National Assessment of Educational Progress (NAEP) is the largest nationally representative and continuing assessment of what our nation’s students know and can do in various subjects such as mathematics, reading, science, and writing. The results of NAEP are released as The Nation’s Report Card.

District staff play an essential role in NAEP. Superintendents and district staff can work closely with principals to explain the importance of the assessment to teachers and participating students. When students take part in the assessment and give their best effort, NAEP results provide the most accurate measure possible of student achievement across the country.

Results will be released at the national, state, and TUDA levels for the mathematics and reading assessments at grades 4 and 8. National results will be released for the science assessment at grades 4, 8, and 12 and the mathematics and reading assessments at grade 12. NAEP will also administer pilot assessments in 2019. Information collected from pilots will be used to ensure that future NAEP assessments continue to be a reliable measure of student achievement. By participating in pilot assessments, schools and students take an active role in how NAEP is administered and how other students will experience the assessment. Most students will take the assessment on tablets, while a small subset of students will take paper-and-pencil versions. Administering assessments via both tablets and paper booklets help in evaluating any difference in student performance between the two types of administration.

NAEP representatives will bring all necessary materials and equipment to schools on assessment day, including tablets with keyboards. Schools will only need to provide space for students to take the assessment, desks or tables, and an adequate number of electrical outlets in the assessment location—schools will not need to provide internet access. The table below shows which subjects will be assessed in 2019.

The NAEP 2019 Program (January 28 to March 8, 2019)

Grades	Subjects	Formats
Grades 4 and 8	Mathematics	Tablet
	Mathematics (Pilot)	Tablet
	Reading	Tablet
	Reading (Pilot)	Tablet
	Science	Tablet or Paper and Pencil
Grade 12	Mathematics	Tablet or Paper and Pencil
	Reading	Tablet or Paper and Pencil
	Science	Tablet or Paper and Pencil

Page One Footer

For more information about NAEP, visit www.nces.ed.gov/nationsreportcard.

Page Two Body

It's important to know...

NAEP was first administered in 1969 to measure student achievement nationally. In 1990, NAEP was administered at the state level for the first time. Students in grades 4 and 8 are currently assessed at the national and state levels in mathematics and reading every 2 years and in other subjects periodically. The NAEP TUDA program, which measures student achievement in some of the nation's large urban districts, began in 2002.

Special studies will also be conducted in 2019.

- American Indian and Alaska Native students participating in the NAEP mathematics and reading assessments at grades 4 and 8 will also be included in the National Indian Education Study (NIES). NIES describes the condition of education for American Indian and Alaska Native (AI/AN) students in the United States and its connection with native culture. Students will participate in NIES by completing the NAEP mathematics or reading assessment and a short survey questionnaire, including questions about their educational experiences and opportunities to learn about their AI/AN culture and traditions.
- The High School Transcript Study will analyze transcripts from a sample of high school graduates. This study provides information about coursetaking patterns and examines relationships with educational achievements through the link to NAEP data.
- Some students may also be selected to answer additional contextual questions, as part of the NAEP student survey questionnaire, for other special studies to help put NAEP achievement results into context and better understand how well education is meeting the needs of all students.

For more information about NAEP special studies, visit <https://nces.ed.gov/nationsreportcard/studies>.

NAEP is considered the gold standard of assessments because of its high technical quality. From the development of assessment frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation. NAEP is a trusted resource that measures student progress and helps inform policy decisions that improve education in the United States.

NAEP results are reported for different demographic groups rather than for individual students or schools. Within a school, just some of the student population participates, and student responses are combined with those from other participating students to produce the results.

A carefully designed sampling process ensures that NAEP-selected schools and students are representative of all schools and students across the United States. To ensure that the sample represents all students in the nation's schools, a broad range of accommodations are allowed for students with disabilities and English language learners.

NAEP is designed to cause minimal disruption of classroom instruction. Including transition time, directions, and the

completion of a survey questionnaire, it takes approximately 120 minutes for students to complete digital assessments and up to 90 minutes for students to complete paper-and-pencil assessments. Each student will be assessed in one format and one subject only. Teachers do not need to prepare their students to take the assessment but should encourage them to do their best. NAEP representatives provide significant support to your district's schools by working with the designated coordinator in each school to organize assessment activities.

NAEP items can be used as a helpful educational resource in the classroom. Teachers and district staff can use the NAEP Questions Tool (<http://nces.ed.gov/nationsreportcard/nqt>) to see how students' performance compares nationally on specific items. Released NAEP items come with a scoring guide, sample student responses, and performance data.

Visit the NAEP website at <http://nces.ed.gov/nationsreportcard> to access this information and more.

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every National Center for Education Statistics (NCES) employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

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Appendix D2-2: NAEP 2019 Facts for Principals

**NAEP 2019
Facts for Principals
Grade 12 Mathematics, Reading, and Science**

Sidebar Page One

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- Depending on the type of NAEP assessment that is administered, the data can be used to compare and understand the performance of demographic groups within your state, the nation, other states, and districts that participate in the Trial Urban District Assessment (TUDA). NAEP is not designed to collect or report results for individual students, classrooms, or schools.
- To provide a better understanding of educational experiences and factors that may be related to students' learning, students, teachers, and principals who participate in NAEP are asked to complete survey questionnaires.

Body Page One

"The NAEP representatives were informative and provided specific instructions when administering the assessment. Their professionalism and knowledge before the assessment ensured that the students had a positive experience with NAEP."

- Amneris Montalvo, NAEP School Coordinator, Citrus Grove Middle School, Miami, FL

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NAEP is designed to be minimally disruptive to schools, and NAEP representatives will provide significant support to your school on assessment day. As principals, you make an important contribution to the program by selecting and empowering a NAEP school coordinator, meeting with teachers and participating students, and encouraging your students to participate and do their best. You are essential partners in NAEP. When students participate and give their best effort, NAEP results provide the most accurate measure possible of student achievement across the country.

In 2019, the NAEP mathematics, reading, and science assessments will be administered on tablets to students at grade 12. A small number of students may take paper-and-pencil assessments in mathematics, reading, and science. Administering these assessments via both tablet and paper and pencil will help in evaluating any differences in student performance between the two types of administration. Each student will be assessed in one format and one subject only. Results will be released at the national level. NAEP representatives will bring all necessary materials and equipment, including tablets with keyboards, to schools on assessment day. Schools will only need to provide space for students to take the assessment, desks or tables, and an adequate number of electrical outlets in the assessment location—schools will not need to provide internet access.

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NAEP is designed to cause minimal disruption of classroom instruction. Including transition time, directions, and completion of a survey questionnaire, it takes approximately 120 minutes for students to complete digital assessments and up to 90 minutes for students to complete paper-and-pencil assessments. Teachers do not need to prepare their students to take the assessment but should encourage them to do their best. NAEP representatives provide significant support to your school by working with the designated coordinator in your school to organize assessment activities.

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**NAEP 2019
Facts for Principals
Grades 4 and 8 Mathematics, Reading, and Science**

Sidebar Page One

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In 2019, the NAEP science assessment and pilot assessments in mathematics and reading will be administered on tablets to students at grades 4 and 8. A small number of students may take the science assessment via paper and pencil. Administering this assessment via both tablet and paper and pencil will help in evaluating any differences in student performance between the two types of administration. Each student will be assessed in one format and one subject only. Science results will be released at the national level. Results from the pilot assessments will be used to ensure that future NAEP assessments continue to be a reliable measure of student achievement. By participating in pilot assessments, schools and students take an active role in how NAEP is administered and how other students will experience the assessment. NAEP representatives will bring all necessary materials and equipment, including tablets with keyboards, to schools on assessment day. Schools will only need to provide space for students to take the assessment, desks or tables, and an adequate number of electrical outlets in the assessment location—schools will not need to provide internet access.

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**NAEP 2019
Facts for Principals
Grades 4 and 8 Mathematics and Reading**

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Appendix D2-3: NAEP 2019 Notification Letter from Chief State School Officer to District Superintendent

**Early May NAEP 2019 Notification Letter From
CHIEF STATE SCHOOL OFFICER TO DISTRICT SUPERINTENDENT**
Red text should be customized before mail merge: highlighted text represents mail merge fields

Dear **District Superintendent name**,

I am pleased to notify you that **number** schools in your district have been selected to participate in the 2019 administration of the National Assessment of Educational Progress (NAEP). NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. It is administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education. Selected schools represent schools across **state name** and the nation, and their participation provides an accurate picture of student performance. **School District** will play an important role by participating, and I know that we can count on your full support to make this a meaningful experience for your schools and students.

Selected schools are notified in advance so that principals can place the assessment window (January 28 to March 8, 2019) on their calendars and incorporate NAEP into the planned school program. A few additional schools within **School District** may also be selected at a later date; your NAEP State Coordinator will contact you should this happen. Starting in June, each school will receive its assessment date. Schools may work with the NAEP State Coordinator if there is a conflict with the scheduled assessment date.

The NAEP 2019 administration will include two main assessment programs. The attached list of district schools selected for NAEP shows the assessment program for each selected school.

- State-level assessments
 - Grades 4 and 8: Mathematics and reading
- National and pilot assessments
 - Grades 4 and 8: Science assessments; mathematics and reading pilots
 - Grade 12: Mathematics, reading, and science assessments

For the state-level assessments, NAEP will administer mathematics and reading assessments to students in grades 4 and 8. Students will take the assessment on tablets provided by NAEP representatives. National and state-level results will be released as The Nation's Report Card. American Indian and Alaska Native students participating in the NAEP mathematics and reading assessments at grades 4 and 8 will also be included in the National Indian Education Study (NIES). The NIES describes the condition of education for American Indian and Alaska Native students in the United States.

For the national-level assessments, NAEP will administer science assessments to students in grades 4, 8, and 12. In addition to science, grade 12 students will take mathematics and reading assessments. Most students will take the assessment on tablets provided by NAEP representatives, while a small subset of students will take paper-and-pencil versions. NAEP is administering these assessments via both tablets and paper booklets to evaluate any differences in student performance between the two types of administration. National results will be released as The Nation's Report Card.

NAEP will also administer pilot assessments on tablets. Students in grades 4 and 8 will also participate in mathematics and reading pilots. Results from these pilots will not be released but will be used to ensure that future NAEP assessments continue to be a reliable measure of student achievement.

Selected high schools will participate in the High School Transcript Study, which involves the collection of student transcripts and course catalogues. This information will be used to examine course-taking patterns of students and the relationships with educational achievements through the link to NAEP data. Other special studies may occur in some schools as well. As in previous years, NAEP representatives provide significant support to schools: they bring all necessary materials and equipment, including tablets, and administer the assessment.

Please include the NAEP assessment window (January 28 to March 8, 2019) on your district test calendar. Information about NAEP can be found in the enclosures listed below and at <http://nces.ed.gov/nationsreportcard>. **Name**, our NAEP State Coordinator, will contact your staff with additional information.

Thank you for supporting this important assessment and for helping accomplish our goal of 100 percent participation.

Sincerely,

Name of Chief State School Officer

Enclosures: List of district schools selected for NAEP

Facts for Districts – [Link for electronic mailing](#)

CC: State Testing Director
District Testing Director
NAEP State Coordinator

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

**Appendix D2-4: NAEP 2019 Notification Letter from NAEP State Coordinator to School
Principal**

**May NAEP 2019 Notification Letter From
NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL: For Grade 4 and 8 Mathematics, Reading, and Science
National Sample**

Red text should be customized before mail merge; **highlighted text** represents mail merge fields

Dear Principal,

I am pleased to inform you that **school name** has been selected to represent schools across the nation by participating in the 2019 administration of the National Assessment of Educational Progress (NAEP). NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. It is administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education. As part of the NAEP 2019 program, students will participate in national assessments in science and pilot assessments in mathematics and reading. Science results will be released as The Nation's Report Card. Results from the pilots will ensure that future NAEP assessments continue to be a reliable measure of student achievement.

Most students will take the assessment on tablets provided by NAEP representatives. A subset of students will take paper-and-pencil versions of the science assessment. NAEP is administering the science assessment via both tablets and paper booklets to evaluate any differences in student performance. Each student will be assessed in only one subject and format.

For now, I am writing only to notify you of the assessment. In June, I will send you an assessment date. If the date presents a conflict for your school, we will work together to identify an alternate. Our goal is to schedule the assessment prior to the beginning of the school year so that you may include the assessment date on your 2018–2019 school calendar.

At the beginning of the school year, I will send you detailed assessment information and will ask you to identify a school coordinator, **provide a student list**, and submit additional information. NAEP representatives will provide significant support to your school, bring all materials and equipment, including tablets, and administer the assessment. Outlined below is a broad overview of the assessment:

- **Subjects:** Mathematics, reading, and science
- **Grade:** **4 or 8**
- **Tablet sessions:** Up to two sequential sessions of about 25 students each. Each session will last approximately 120 minutes (including transition time, instructions, and completion of a survey questionnaire).
- **Paper booklet sessions:** One session of about 12-13 students, lasting approximately 90 minutes, which must be conducted in a separate space from the tablet sessions.
- **Assessment administrator:** NAEP representatives
- **Assessment window:** January 28–March 8, 2019

More information about NAEP can be found in the enclosures listed below and at <https://nces.ed.gov/nationsreportcard/participating/schools.aspx>. If you have questions, please contact me at **telephone number** or via email at **email address**.

Our chief state school officer, **name**, and your district superintendent, **name**, support NAEP and look forward to your school's participation. We know that we can count on you to help reach our goal of 100 percent participation.

Sincerely,

NAEP State Coordinator

Enclosures: *Facts for Principals* – [Link for electronic mailing](#)

CC: District Test Director

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

**May NAEP 2019 Notification Letter From
NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL: For Grade 4 and 8 Mathematics and Reading State Sample**
Red text should be customized before mail merge; **highlighted text** represents mail merge fields

Dear Principal,

I am pleased to inform you that **school name** has been selected to represent schools across **state name** and the nation by participating in the 2019 administration of the National Assessment of Educational Progress (NAEP). NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. It is administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education. As part of the NAEP 2019 program, students will participate in mathematics and reading assessments. National, state-level, and some district-level results will be released as The Nation's Report Card.

For now, I am writing only to notify you of the assessment. In June, I will send you an assessment date. If the date presents a conflict for your school, we will work together to identify an alternate. Our goal is to schedule the assessment prior to the beginning of the school year so that you may include the assessment date on your 2018–2019 school calendar.

At the beginning of the school year, I will send you detailed assessment information and will ask you to identify a school coordinator, **provide a student list**, and submit additional information. NAEP representatives will provide significant support to your school by administering the assessment and bringing all materials and equipment, including the tablets on which students take the assessment. Outlined below is a broad overview of the assessment:

- **Subjects:** Mathematics and reading
- **Grade:** **4 or 8**
- **Tablet sessions:** Up to two sequential sessions of about 25 students each. Each session will last approximately 120 minutes (including transition time, instructions, and completion of a survey questionnaire).
- **Assessment administrator:** NAEP representatives
- **Assessment window:** January 28–March 8, 2019

More information about NAEP can be found in the enclosures listed below and at <https://nces.ed.gov/nationsreportcard/participating/schools.aspx>. If you have questions, please contact me at **telephone number** or via email at **email address**.

Our chief state school officer, **name**, and your district superintendent, **name**, support NAEP and look forward to your school's participation. We know that we can count on you to help reach our goal of 100 percent participation.

Sincerely,

NAEP State Coordinator

Enclosures: *Facts for Principals* – [Link for electronic mailing](#)

CC: District Test Director

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

**May NAEP 2019 Notification Letter From
NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL: For Grade 12 Mathematics, Reading, and Science**
Red text should be customized before mail merge; **highlighted text** represents mail merge fields

Dear Principal,

I am pleased to inform you that **school name** has been selected to represent schools across the nation by participating in the 2019 administration of the National Assessment of Educational Progress (NAEP). NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. It is administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education. As part of the NAEP 2019 program, students will participate in national assessments in mathematics, reading, and science. Results of the national assessments will be released as The Nation's Report Card.

Most students will take the assessment on tablets provided by NAEP representatives. A subset of students will take paper-and-pencil versions of the mathematics, reading, and science assessment. NAEP is administering the assessments via both tablets and paper booklets to evaluate any differences in student performance. Each student will be assessed in only one subject and format. Selected high schools will participate in the High School Transcript Study, which involves the collection of student transcripts and course catalogues. This information will be used to examine coursetaking patterns of students and relate those patterns to educational achievement and NAEP assessment data. To learn more about the High School Transcript Study, please visit <https://nces.ed.gov/nationsreportcard/hsts>.

For now, I am writing only to notify you of the assessment. In June, I will send you an assessment date. If the date presents a conflict for your school, we will work together to identify an alternate. Our goal is to schedule the assessment prior to the beginning of the school year so that you may include it on your 2018–2019 school calendar.

At the beginning of the school year, I will send you detailed assessment information and will ask you to identify a school coordinator, **provide a student list**, and submit additional information. NAEP representatives will provide significant support to your school, bring all materials and equipment, including tablets, and administer the assessment. Outlined below is a broad overview of the assessment:

- **Subjects:** Mathematics, reading, and science.
- **Grade:** 12
- **Tablet sessions:** Up to two sequential sessions of no more than 25 students each. Each session will last approximately 120 minutes (including transition time, instructions, and completion of a survey questionnaire).
- **Paper booklet sessions:** One session of no more than 35 students lasting approximately 90 minutes, which must be conducted in a separate space from the tablet sessions.
- **Assessment administrator:** NAEP representatives
- **Assessment window:** January 28–March 8, 2019

More information about NAEP can be found in the enclosures listed below and at <https://nces.ed.gov/nationsreportcard/participating/schools.aspx>. If you have questions, please contact me at **telephone number** or via email at **email address**.

Our chief state school officer, **name**, and your district superintendent, **name**, support NAEP and look forward to your school's participation. We know that we can count on you to help reach our goal of 100 percent participation.

Sincerely,

NAEP State Coordinator

Enclosures: *Facts for Principals* – [Link for electronic mailing](#)

CC: District Test Director

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151).

By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix D2-5: NAEP 2019 Assessment Details Letter NAEP State Coordinator to Principals

**Early Fall NAEP 2019 Assessment Details Letter
NAEP STATE COORDINATOR TO PRINCIPALS**

Red text should be customized before mail merge, **highlighted text** represents mail merge fields.

Dear **principal name**:

At the end of the school year, I notified **school name** of its selection to participate in the National Assessment of Educational Progress (NAEP). I am following up with you to provide additional information about the upcoming assessment.

To prepare for the assessment, please:

- Place the NAEP assessment date, **assessment date**, on your school calendar.
- Review the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP* and designate a NAEP school coordinator to serve as the liaison for all NAEP activities in your school. **Give the enclosed folder to your designated NAEP school coordinator.** The school coordinator should
 - ✓ **know how to collect student information**, such as birth dates, demographic information, and if any students have withdrawn;
 - ✓ **be comfortable using a computer**, since all assessment preparation activities will be completed online; and
 - ✓ **be familiar with how students participate in statewide assessments.**

A NAEP representative responsible for administering the assessment will contact your school coordinator in early December. During the assessment, we would appreciate the presence of a school staff person as an observer in each session. A staff member's presence can have a positive impact on students' motivation and performance.

*The following 2 paragraphs should only be included for HSTS schools that require an HSTS coordinator. Your school has also been selected for the 2019 High School Transcript Study (HSTS) which is conducted in conjunction with NAEP. The HSTS provides information about the courses high school graduates took during their high school years, how many credits they earned and the grades they received, and examines the relationship between these coursetaking patterns to the achievement of those graduates participating in the twelfth-grade 2019 NAEP. HSTS involves **no** student or teacher time. However, **you will need to designate a HSTS coordinator** (usually the school registrar) to serve as the main point of contact. The HSTS coordinator should*

- ✓ **know how to access course catalogs and student transcripts;** and
- ✓ **be comfortable using a computer** to upload documents and process student information.

*Give the enclosed **HSTS folder** to your designated coordinator. A study representative will contact the coordinator in October to discuss how to collect course catalogs for the study. The privacy of the information schools are asked to supply will be protected by the removal of names and other identifying information, as required by the Family Educational Rights and Privacy Act (FERPA).*

Again, I would like to express my appreciation for your assistance with this very important assessment of our nation's students. Our chief state school officer, **name**, supports NAEP and encourages your students' participation.

I look forward to collaborating with you and your school coordinator to ensure the successful administration of NAEP 2019. If you would like to access the MyNAEP site (www.mynaep.com), please register with this ID number: **MyNAEP Registration ID**. MyNAEP is a protected site, so you will create your own password. Should you have questions, please contact me at **telephone number** or **email address**.

Sincerely,

NAEP State Coordinator

- Enclosures: NAEP folder for your NAEP school coordinator, including the following:
- Letter to your school coordinator
 - School Coordinator Responsibilities: A Guide to MyNAEP*
 - MyNAEP Registration Instructions**
 - Student List Submission Instructions**
 - Parent/Guardian Notification Letter**
- HSTS folder for your HSTS school coordinator, including the following:
- Letter to your HSTS coordinator
 - NAEP in Your School—High School Transcript Study*
 - HSTS Registration Instructions**

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every National Center for Education Statistics (NCES) employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix D2-6: NAEP 2019 Assessment Details Letter NAEP State Coordinator to School Coordinator

Early Fall NAEP 2019 Assessment Details Letter
NAEP STATE COORDINATOR TO SCHOOL COORDINATOR
Red text should be customized before mail merge, **highlighted text** represents mail merge fields.

Dear School Coordinator:

Welcome to the 2019 National Assessment of Educational Progress (NAEP). I look forward to working with you to coordinate NAEP in your school. A sample of your grade **grade** students will be taking **assessment subjects** assessments on **assessment date**.

As the school coordinator, you will have a number of responsibilities critical to making NAEP a success. The MyNAEP website is designed to assist you with these responsibilities. The timeline below indicates when you will need to complete specific MyNAEP sections.

- **August–September:** Register at www.mynaep.com with the following registration ID: **MyNAEP Registration ID**. Answer the questions in the **Provide School Information** section by **date**. For instructions, see the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP*.
- **October–November:** Prepare and submit a list of all grade **grade** students electronically in the **Submit Student List** section by **date**. Please see the enclosed *Student List Submission Instructions*.
- **December–January:** An assigned NAEP representative who is responsible for administering the assessment will contact you in early December. At that time, you will log onto the MyNAEP site with the representative and discuss how to complete the **Prepare for Assessment** section. Major tasks are highlighted below.
 - Provide information about students with disabilities and English language learners (SD/ELL) so that assessment administrators can plan appropriate testing accommodations. You can request MyNAEP access for your school’s SD/ELL specialists on the **Complete SD/ELL Student Information** page so that they can assist with this task.
 - Notify parents/guardians that their children have been selected for the assessment. A sample parent/guardian notification letter **is enclosed and** will be available on the MyNAEP website for you to customize and print on your school letterhead.
 - Schedule assessment sessions and reserve space at your school. The NAEP team will be transporting heavy cases of tablets and other materials; please select assessment locations that are on the first floor or accessible by elevator.
 - Update the student list to add any new students who have enrolled since the fall. NAEP will draw a random sample from this group to ensure that all students have an opportunity to be selected for NAEP.
 - Participate in a preassessment review call with your assigned NAEP representative. During this call, you will review and confirm information entered into MyNAEP and other assessment details. Be sure to complete all **Prepare for Assessment** activities before the scheduled call.
- **One week before the assessment:** Visit the **Support Assessment Activities** section to print student appointment cards and notify teachers in advance so they know when to release students.
- **After the assessment:** Safeguard all hardcopy materials until the date noted on the NAEP storage envelope. Shred all materials after the specified date.

During the assessment, we would appreciate the presence of a school staff person as an observer in each session. A staff member’s presence can have a positive impact on students’ motivation and performance.

More information about your responsibilities is provided in the enclosed *School Coordinator Responsibilities: A Guide to MyNAEP*. Additional information about NAEP can be found at <http://nces.ed.gov/nationsreportcard>.

Thank you in advance for your cooperation and effort in helping to coordinate this important assessment. If you have any questions, please feel free to contact me at [telephone number](#) or [email address](#).

Sincerely,

NAEP State Coordinator

Enclosures: NAEP folder, including the following:
School Coordinator Responsibilities: A Guide to MyNAEP
[Student List Submission Instructions](#)
[Parent/Guardian Notification Letter](#)
[MyNAEP Registration Instructions](#)

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix D2-7: NAEP 2019 Save-the-Date Letter from NAEP Coordinator to School Principal

**NAEP 2019 Save-the-Date Letter From
NAEP STATE COORDINATOR TO SCHOOL PRINCIPAL – For All Sampled Schools**
Red text should be customized before mail merge; highlighted text represents mail merge fields

Save the date! NAEP is coming on (assessment date).

Dear Principal:

In May, I notified you that your school was selected to participate in the 2019 administration of the National Assessment of Educational Progress (NAEP). This letter includes the scheduled assessment date for your school.

Your school's grade (4 or 8 or 12) students will take the assessment on (assessment date). Please place the NAEP assessment date on your 2018–2019 school calendar. Approximately (estimated student sample) students from your school will be selected to participate, but that number will vary depending on actual fall 2018 student enrollment numbers. The assessment will take about 120 minutes for most students, including transition time, directions, and completion of a survey questionnaire. NAEP representatives will provide significant support to your school, bring all necessary materials and equipment, and administer the assessment.

If you have questions or a conflict with the scheduled assessment date, please contact me at (telephone number) or (email address) by (date). I will send you more information about preparing for the assessment at the beginning of the school year.

NAEP is a common measure of student achievement across the country and is used to inform education policies and practices. Schools and students have an important role in ensuring that NAEP results are accurate. Our goal is 100 percent participation in this important assessment, and we know that we can count on you to help us reach it.

Sincerely,

NAEP State Coordinator

CC: District Test Coordinator

Enclosure: NAEP in Your School 2019

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix D2-8: NAEP in Your Private School 2019

Grade 12 – Mathematics, Reading, and Science

Page 1 Sidebar:

What is NAEP?

The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.

- First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation’s public and private school students know and can do in various subjects.
- NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists and teachers from around the nation.
- The schools and students participating in NAEP make an important contribution by representing other schools and students across the country.
- NAEP is a common measure of academic progress across the nation and over time. The results are released as The Nation’s Report Card.

Page 1 Text:

Why assess private schools?

Private school data are essential for a complete picture of education in the United States and to inform future policy decisions. Private schools represent about 26 percent of schools in the nation and educate approximately 9 percent of its students. NAEP has consistently demonstrated how student performance in private schools compares positively to student performance in public schools.

Why participate in NAEP?

Your school has been selected to represent other private schools across the nation, and it is vital that all selected students participate. Doing so helps accurately capture the nation’s student progress. Schools, students, and teachers who participate in NAEP perform a valuable community service and enable The Nation’s Report Card to provide a more inclusive representation of what our nation’s students know and can do in key subject areas.

NAEP has the support of numerous private school organizations, including the National Association of Independent Schools (NAIS), the National Catholic Educational Association (NCEA), and the Council for American Private Education (CAPE).

The NAEP 2019 program in your school

From January 28 to March 8, 2019, NAEP will be administered in public and private schools across the country. Selected students at grade 12 will participate in digitally based assessments, conducted on tablets, in mathematics, reading, and science. A small number of students may take paper-and-pencil assessments in mathematics, reading, and science. Administering these assessments via both tablets and paper booklets will help evaluate any differences in student performance between the two types of administration. Each student will be assessed in only one subject and format. NAEP representatives will bring all materials and equipment, including tablets with keyboards, to the school on

assessment day. The school's internet, networks, or computers will not be needed. Students will spend up to 120 minutes completing the assessment. This includes transition time, directions, and completion of a student survey questionnaire. The questionnaire provides valuable information about students' educational experiences and opportunities to learn both inside and outside of the classroom.

The principal will also be asked to complete a questionnaire. NAEP collects information from schools to provide a more complete understanding of assessment results. Topics such as classroom experience, staff development, and school policies can be valuable information for education stakeholders who need to gain a better picture of student performance.

The results of the mathematics, reading, and science assessments will be released as The Nation's Report Card.

Page 2 Sidebar:

For more information about NAEP visit:

- Program overview <http://nces.ed.gov/nationsreportcard>
- Private school participation https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx

Page 2 Inset:

“Private schools have participated in NAEP for decades, and the Council for American Private Education (CAPE) supports NAEP and encourages your participation”

Joe McTighe
Executive Director, CAPE

Page 2 Text:

What are the responsibilities of NAEP representatives?

NAEP representatives work directly with schools and are responsible for:

- Confirming the assessment date and time with the school;
- Providing schools with instructions for preparing a list of eligible students from which a random sample will be selected for participation in the assessment;
- Providing schools with information about notifying parents of selected students;
- Providing resources, guidelines, and support to assist the school coordinator in completing activities and finalizing assessment arrangements;
- Bringing all assessment materials and equipment, including tablets, to the school on assessment day;
- Conducting the assessments; and
- Responding to questions from the school throughout the assessment period.

What are the responsibilities of the principal and school coordinator?

The principal is responsible for:

- Including the NAEP assessment date on the school calendar;
- Designating a school coordinator to work with NAEP representatives and to prepare for the assessment;
- Informing school staff about NAEP and why participation is critically important; and
- Completing the school questionnaire.

The school coordinator is responsible for:

- Confirming that the suggested assessment date works with the school calendar;
- Securing space for the assessment to take place;
- Providing a list of eligible students from which a random sample will be selected for participation in the assessment;
- Informing parents about the assessment;
- Completing preassessment activities with guidance and support from NAEP representatives; and
- Ensuring that students attend the session on the assessment date.

Find us on:

[Facebook, Twitter and YouTube logos]

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports

Grades 4 and 8 – Mathematics, Reading, and Science

Page 1 Sidebar:

What is NAEP?

The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.

- First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation’s public and private school students know and can do in various subjects.
- NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists and teachers from around the nation.
- The schools and students participating in NAEP make an important contribution by representing other schools and students across the country.
- NAEP is a common measure of academic progress across the nation and over time. The results are released as The Nation’s Report Card.

Page 1 Text:

Why assess private schools?

Private school data are essential for a complete picture of education in the United States and to inform future policy decisions. Private schools represent about 26 percent of schools in the nation and educate approximately 9 percent of its students. NAEP has consistently demonstrated how student performance in private schools compares positively to student performance in public schools.

Why participate in NAEP?

Your school has been selected to represent other private schools across the nation, and it is vital that all selected students participate. Doing so helps accurately capture the nation’s student progress. Schools, students, and teachers who participate in NAEP perform a valuable community service and enable The Nation’s Report Card to provide a more inclusive representation of what our nation’s students know and can do in key subject areas.

NAEP has the support of numerous private school organizations, including the National Association of Independent Schools (NAIS), the National Catholic Educational Association (NCEA), and the Council for American Private Education (CAPE).

The NAEP 2019 program in your school

From January 28 to March 8, 2019, NAEP will be administered in public and private schools across the country. Selected students at grade 4 and 8 will participate in digitally based assessments, conducted on tablets, in mathematics, reading, and science. A small number of students taking the science assessment may take paper-and-pencil assessments. Administering the science assessment via both tablets and paper booklets will help evaluate any differences in student performance between the two types of administration. Each student will be assessed in only one subject and format.

NAEP representatives will bring all materials and equipment, including tablets with keyboards, to the school on assessment day. The school's internet, networks, or computers will not be needed. Students will spend up to 120 minutes completing the assessment. This includes transition time, directions, and completion of a student survey questionnaire. The questionnaire provides valuable information about students' educational experiences and opportunities to learn both inside and outside of the classroom.

The school principal and the grade 4 and 8 teachers will also be asked to complete a survey questionnaire. NAEP collects information from schools and teachers to provide a more complete understanding of assessment results. Topics such as classroom experience, teacher training, and school policies can be valuable information for education stakeholders who need to gain a better picture of student performance.

The results of the science assessment will be released as The Nation's Report Card.

Page 2 Sidebar:

For more information about NAEP visit:

- Program overview <http://nces.ed.gov/nationsreportcard>
- Private school participation https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx

Page 2 Inset:

“Private schools have participated in NAEP for decades, and the Council for American Private Education (CAPE) supports NAEP and encourages your participation”

Joe McTighe
Executive Director, CAPE

Page 2 Text:

What are the responsibilities of NAEP representatives?

NAEP representatives work directly with schools and are responsible for:

- Confirming the assessment date and time with the school;
- Providing schools with instructions for preparing a list of eligible students from which a random sample will be selected for participation in the assessment;
- Providing schools with information about notifying parents of selected students;
- Providing resources, guidelines, and support to assist the school coordinator in completing activities and finalizing assessment arrangements;
- Bringing all assessment materials and equipment, including tablets, to the school on assessment day;
- Conducting the assessments; and
- Responding to questions from the school throughout the assessment period.

What are the responsibilities of the principal and school coordinator?

The principal is responsible for:

- Including the NAEP assessment date on the school calendar;
- Designating a school coordinator to work with NAEP representatives and to prepare for the assessment;
- Informing school staff about NAEP and why participation is critically important; and

- Completing the school questionnaire.

The school coordinator is responsible for:

- Confirming that the suggested assessment date works with the school calendar;
- Securing space for the assessment to take place;
- Supporting teachers' access to the teacher questionnaires;
- Providing a list of eligible students from which a random sample will be selected for participation in the assessment;;
- Informing parents about the assessment;
- Completing preassessment activities with guidance and support from NAEP representatives; and
- Ensuring that students attend the session on the assessment date.

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All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports

Grades 4 and 8 – Mathematics and Reading

Page 1 Sidebar:

What is NAEP?

The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.

- First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation’s public and private school students know and can do in various subjects.
- NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists and teachers from around the nation.
- The schools and students participating in NAEP make an important contribution by representing other schools and students across the country.
- NAEP is a common measure of academic progress across the nation and over time. The results are released as The Nation’s Report Card.

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Why participate in NAEP?

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The NAEP 2019 program in your school

From January 28 to March 8, 2019, NAEP will be administered in public and private schools across the country. Selected students at grade 4 and 8 will participate in digitally based assessments, conducted on tablets, in mathematics and reading. Each student will be assessed in only one subject. NAEP representatives will bring all materials and equipment, including tablets with keyboards, to the school on assessment day. The school’s internet, networks, or computers will not be needed. Students will spend up to 120 minutes completing the assessment, which includes transition time,

directions, and completion of a student survey questionnaire. The questionnaire provides valuable information about students' educational experiences and opportunities to learn both inside and outside of the classroom.

The school principal and the grade 4 and 8 teachers of the subjects being assessed will also be asked to complete a questionnaire. NAEP collects information from schools and teachers to provide a more complete understanding of assessment results. Topics such as classroom experience, teacher training, and school policies can be valuable information for education stakeholders who need to gain a better picture of student performance.

The results of the mathematics and reading assessments will be released as The Nation's Report Card.

Page 2 Sidebar:

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- Private school participation https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx

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NAEP representatives work directly with schools and are responsible for:

- Confirming the assessment date and time with the school;
- Providing schools with instructions for preparing a list of eligible students from which a random sample will be selected for participation in the assessment;
- Providing schools with information about notifying parents of selected students;
- Providing resources, guidelines, and support to assist the school coordinator in completing activities and finalizing assessment arrangements;
- Bringing all assessment materials and equipment, including tablets, to the school on assessment day;
- Conducting the assessments; and
- Responding to questions from the school throughout the assessment period.

What are the responsibilities of the principal and school coordinator?

The principal is responsible for:

- Including the NAEP assessment date on the school calendar;
- Designating a school coordinator to work with NAEP representatives and to prepare for the assessment;
- Informing school staff about NAEP and why participation is critically important; and
- Completing the school questionnaire.

The school coordinator is responsible for:

- Confirming that the suggested assessment date works with the school calendar;
- Securing space for the assessment to take place;
- Supporting teachers' access to the teacher questionnaires;
- Providing a list of eligible students from which a random sample will be selected for participation in the assessment;
- Informing parents about the assessment;
- Completing preassessment activities with guidance and support from NAEP representatives; and
- Ensuring that students attend the session on the assessment date.

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All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports

Appendix D2-9: NAEP in Your School 2019

NAEP 2019 in Your School Grades 12 Mathematics, Reading, and Science

Sidebar Page One

WHAT IS NAEP?

The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.

- First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation's students know and can do in various subjects such as mathematics, reading, science, and writing.
- The schools and students participating in NAEP represent schools and students across the country.
- NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation.
- NAEP is a common measure of academic progress across the nation and over time. The results are released as The Nation's Report Card.

Body Page One

NAEP will be administered on tablets to a sample of twelfth-grade students between January 28 and March 8, 2019. Students will be assessed in mathematics, reading, and science. A small number of students may take the assessments via paper and pencil. Administering these assessments via both tablet and paper and pencil will help in evaluating any differences in student performance between the two types of administration.

Results will be reported at the national level. NAEP data are used by teachers, principals, parents, policymakers, and researchers to assess students' progress in various subject areas and develop ways to improve education in the United States.

What is involved?

Each student will be assessed in one format and one subject only. It takes approximately 120 minutes for students to complete digital assessments and up to 90 minutes for students to complete paper-and-pencil assessments, including transition time, directions, and completion of a survey questionnaire. The questionnaire aims to get a better understanding of students' educational experiences and opportunities to learn both inside and outside of the classroom.

The school principal will also complete a questionnaire designed to provide contextual information for the assessment results, as well as information about factors that may be related to students' learning. The principal will have the opportunity to opt in to receive preliminary data from questionnaire responses across the country.

Additional information will be collected about how students with disabilities and English language learners will participate in the assessment and the accommodations they will receive.

How many students will be assessed?

Nationally, across the mathematics, reading, and science assessments, approximately 86,000 twelfth-grade students will be assessed.

For more information about NAEP, visit www.nces.ed.gov/nationsreportcard.

Body Page Two

It's important to know...

Who will be responsible for coordinating and administering NAEP?

Your NAEP State Coordinator, NAEP representatives, and school staff will work together to coordinate and administer the assessment. You will need to assign a member of your school's staff to serve as the **school coordinator** and be the primary contact for the assessment. This person should be:

- familiar with how students participate in statewide assessments; and
- comfortable using a computer to collect and enter student information online.

The NAEP State Coordinator works at your state department of education and will be responsible for:

- working with schools to confirm the assessment date;
- communicating with principals about the importance of NAEP and student participation;
- providing schools with instructions for preparing a list of twelfth-grade students and information about notifying parents of participating students;
- providing guidance for including students with disabilities and English language learners; and
- responding to questions from the school community throughout the assessment period.

NAEP representatives employed by a U.S. Department of Education contractor to work directly with schools will be responsible for:

- selecting a random sample of students from the school list of twelfth-graders;
- verifying information that the school coordinator has provided via the MyNAEP website, which will serve as the primary resource and action center throughout the NAEP assessment process;
- working with the school coordinator to finalize assessment logistics;
- bringing all assessment materials to the school on the scheduled day; and
- conducting the assessment.

Each principal will be responsible for:

- assigning a school staff member to serve as school coordinator;
- including the NAEP assessment date on the school calendar;
- empowering the designated school coordinator to work with the NAEP representative and NAEP State Coordinator to prepare for the assessment; and
- informing school staff and students about NAEP and why student participation is critically important.

The school coordinator will be responsible for:

- confirming the scheduled assessment date with the NAEP State Coordinator;
- registering for the MyNAEP website and providing information about the school;
- if requested, overseeing the submission of an electronic list of twelfth-grade students;
- using the MyNAEP website to prepare for the assessment;
- notifying parents of the assessment (more information will be provided on how to complete this task);
- communicating with the NAEP representative and participating in a pre-assessment review call to finalize assessment preparations;
- reserving space for the assessment, including room(s), desks or tables, and an adequate number of electrical outlets in the assessment location (the school will not need to provide internet access); and
- collaborating with school staff to ensure a high rate of student participation.

Detailed information about the school coordinator's responsibilities will be sent at the beginning of the school year.

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every National Center for Education Statistics (NCES) employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected

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NAEP 2019 in Your School Grades 4 and 8 Mathematics, Reading, and Science

Sidebar Page One

What is NAEP?

The National Assessment of Educational Progress (NAEP) is an essential measurement of student achievement in the United States.

- First administered in 1969, NAEP is the largest continuing and nationally representative assessment of what our nation's students know and can do in various subjects such as mathematics, reading, science, and writing.
- The schools and students participating in NAEP represent schools and students across the country.
- NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation.
- NAEP is a common measure of academic progress across the nation and over time. The results are released as The Nation's Report Card.

Body Page One

The NAEP science assessment and pilot assessments in mathematics and reading will be administered on tablets to a sample of fourth- and eighth-grade students between January 28 and March 8, 2019. A small number of students may take the science assessment via paper and pencil. Administering this assessment via both tablet and paper and pencil will help in evaluating any differences in student performance between the two types of administration.

Science results will be reported at the national level. Results from the pilot assessments will not be released but will be used to inform NAEP assessments. NAEP data are used by teachers, principals, parents, policymakers, and researchers to assess students' progress in various subject areas and develop ways to improve education in the United States.

What is involved?

Each student will be assessed in one format and one subject only. It takes approximately 120 minutes for students to complete digital assessments and up to 90 minutes for students to complete paper-and-pencil assessments, including transition time, directions, and completion of a survey questionnaire. The questionnaire aims to get a better understanding of students' educational experiences and opportunities to learn both inside and outside of the classroom.

The school principal and grade 4 and 8 teachers of the subjects being assessed will also complete a questionnaire. These questionnaires are designed to provide contextual information for the assessment results, as well as information about factors that may be related to students' learning. The principal and teachers will have the opportunity to opt in to receive preliminary data from questionnaire responses across the country.

Additional information will be collected about how students with disabilities and English language learners will participate in the assessment and the accommodations they will receive.

How many students will be assessed?

Nationally, across the science and pilot assessments, over 46,000 students will be assessed in fourth grade and 47,000 in eighth grade.

For more information about NAEP, visit www.nces.ed.gov/nationsreportcard.

It's important to know...

Who will be responsible for coordinating and administering NAEP?

Your NAEP State Coordinator, NAEP representatives, and school staff will work together to coordinate and administer the assessment. You will need to assign a member of your school's staff to serve as the **school coordinator** and be the primary contact for the assessment. This person should be:

- familiar with how students participate in statewide assessments; and
- comfortable using a computer to collect and enter student information online.

The NAEP State Coordinator works at your state department of education and will be responsible for:

- working with schools to confirm the assessment date;
- communicating with principals about the importance of NAEP and student participation;
- providing schools with instructions for preparing a list of fourth- and eighth-grade students and information about notifying parents of participating students;
- providing guidance for including students with disabilities and English language learners; and
- responding to questions from the school community throughout the assessment period.

NAEP representatives employed by a U.S. Department of Education contractor to work directly with schools will be responsible for:

- selecting a random sample of students from the school list of fourth- and eighth-graders;
- verifying information that the school coordinator has provided via the MyNAEP website, which will serve as the primary resource and action center throughout the NAEP assessment process;
- working with the school coordinator to finalize assessment logistics;
- bringing all assessment materials to the school on the scheduled day; and
- conducting the assessment.

Each principal will be responsible for:

- assigning a school staff member to serve as school coordinator;
- including the NAEP assessment date on the school calendar;
- empowering the designated school coordinator to work with the NAEP representative and NAEP State Coordinator to prepare for the assessment; and
- informing school staff and students about NAEP and why student participation is critically important.

The school coordinator will be responsible for:

- confirming the scheduled assessment date with the NAEP State Coordinator;
- registering for the MyNAEP website and providing information about the school;
- if requested, overseeing the submission of an electronic list of fourth- and/or eighth-grade students;
- using the MyNAEP website to prepare for the assessment;
- notifying parents of the assessment (more information will be provided on how to complete this task);
- communicating with the NAEP representative and participating in a pre-assessment review call to finalize assessment preparations;
- reserving space for the assessment, including room(s), desks or tables, and an adequate number of electrical outlets in the assessment location (the school will not need to provide internet access); and
- collaborating with school staff to ensure a high rate of student participation.

Detailed information about the school coordinator's responsibilities will be sent at the beginning of the school year.

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every National Center for Education Statistics (NCES) employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other

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NAEP 2019 in Your School Grades 4 and 8 Mathematics and Reading

Sidebar Page One

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- The schools and students participating in NAEP represent schools and students across the country.
- NAEP is considered the gold standard of assessments because of its high technical quality. From developing frameworks and questions to the reporting of results, NAEP represents the best thinking of assessment and content specialists, state education staff, and teachers from around the nation.
- NAEP is a common measure of academic progress across the nation and over time. The results are released as The Nation's Report Card.

Body Page One

NAEP will be administered on tablets to a sample of fourth- and eighth-grade students between January 28 and March 8, 2019. Students will be assessed in mathematics and reading.

Under the Elementary and Secondary Education Act, districts and states receiving Title I funding are required to participate in the biennial NAEP mathematics and reading assessments in grades 4 and 8.

National, state, and, in some cases, district results will be reported. NAEP results are used by teachers, principals, parents, policymakers, and researchers to assess students' progress in various subject areas and develop ways to improve education in the United States.

What is involved?

Each student will be assessed in one subject only. It takes approximately 120 minutes for students to complete the assessment, including transition time, directions, and completion of a survey questionnaire. The questionnaire aims to get a better understanding of students' educational experiences and opportunities to learn both inside and outside of the classroom.

The school principal and grade 4 and 8 teachers of the subjects being assessed will also complete a questionnaire. These questionnaires are designed to provide contextual information for the assessment results, as well as information about factors that may be related to students' learning. The principal and teachers will have the opportunity to opt in to receive preliminary data from questionnaire responses across the country.

Additional information will be collected about how students with disabilities and English language learners will participate in the assessment and the accommodations they will receive.

How many students will be assessed?

Nationally, across the mathematics and reading assessments, over 320,000 students will be assessed in both the fourth and eighth grades.

For more information about NAEP, visit www.nces.ed.gov/nationsreportcard.

It's important to know...

Who will be responsible for coordinating and administering NAEP?

Your NAEP State Coordinator, NAEP representatives, and school staff will work together to coordinate and administer the assessment. You will need to assign a member of your school's staff to serve as the **school coordinator** and be the primary contact for the assessment. This person should be:

- familiar with how students participate in statewide assessments; and
- comfortable using a computer to collect and enter student information online.

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- providing schools with instructions for preparing a list of fourth- and eighth-grade students and information about notifying parents of participating students;
- providing guidance for including students with disabilities and English language learners; and
- responding to questions from the school community throughout the assessment period.

NAEP representatives employed by a U.S. Department of Education contractor to work directly with schools will be responsible for:

- selecting a random sample of students from the school list of fourth- and eighth-graders;
- verifying information that the school coordinator has provided via the MyNAEP website, which will serve as the primary resource and action center throughout the NAEP assessment process;
- working with the school coordinator to finalize assessment logistics;
- bringing all assessment materials to the school on the scheduled day; and
- conducting the assessment.

Each principal will be responsible for:

- assigning a school staff member to serve as school coordinator;
- including the NAEP assessment date on the school calendar;
- empowering the designated school coordinator to work with the NAEP representative and NAEP State Coordinator to prepare for the assessment; and
- informing school staff and students about NAEP and why student participation is critically important.

The school coordinator will be responsible for:

- confirming the scheduled assessment date with the NAEP State Coordinator;
- registering for the MyNAEP website and providing information about the school;
- if requested, overseeing the submission of an electronic list of fourth- and/or eighth-grade students;
- using the MyNAEP website to prepare for the assessment;
- notifying parents of the assessment (more information will be provided on how to complete this task);
- communicating with the NAEP representative and participating in a pre-assessment review call to finalize assessment preparations;
- reserving space for the assessment, including room(s), desks or tables, and an adequate number of electrical outlets in the assessment location (the school will not need to provide internet access); and
- collaborating with school staff to ensure a high rate of student participation.

Detailed information about the school coordinator's responsibilities will be sent at the beginning of the school year.

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**Appendix D2-10: NAEP 2019 Sample Endorsement Letter from Private School Organization
to Private School Administrator**

NAEP 2019 Sample Endorsement Letter
From Private School Organization to Private School Administrator
Red text should be customized and letter should be finalized on organization letterhead

Spring 2018

Dear Administrator:

I am writing to encourage you to participate in the 2019 National Assessment of Educational Progress (NAEP). Your decision has important implications for the entire private school community.

First administered in 1969, NAEP is the largest continuing and nationally representative measure of private and public school student achievement across the country. Teachers, principals, parents, policymakers, and researchers all use NAEP results to assess progress and develop ways to improve education in the United States. Your school's participation will help make it possible for private school data to be reported and contribute to the picture of education across the nation and to future policy decisions. NAEP data have consistently shown across subjects and over time that students in private schools score higher than students in public schools.

Private schools account for about 26 percent of all schools in the nation and educate approximately 9 percent of all school children across the country. Therefore, it is important that our students' performance be included in all data that describe the condition of education in the United States. With your support, private schools can achieve excellent participation, and private school results can be reported.

A NAEP representative will contact you soon to discuss assessment details. In the meantime, please visit the NAEP website at <https://nces.ed.gov/nationsreportcard/> for complete information about NAEP, including sample questions and previous results. For information for private schools, including a short four-minute video in which heads of school and teachers discuss their experiences with NAEP, visit https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx.

NAEP representatives will administer the assessment and provide all materials and equipment necessary to conduct the assessment. All NAEP representatives submit to an FBI clearance process and sign an oath of confidentiality. In addition, the scores of individual schools and students are never identified, as results are only reported for categories of schools and students.

For the benefit of the private school community and to provide the most accurate information about student achievement in the United States, I strongly urge you to participate. Our goal is 100 percent school participation, and I am counting on you to help us reach that goal.

If you have questions or concerns about participating in NAEP, please contact **[private school organization contact person and contact information]** OR Mary Erbe at 502-459-0478 or maryerbe@naepmail.westat.com.

Sincerely,

[Name]
Private School Organization
Title

Appendix D2-11: NAEP 2019 Parent/ Guardian Notification Letters, Private School

NAEP 2019 PARENT/ GUARDIAN NOTIFICATION LETTER PRIVATE SCHOOL
Grade 12-mathematics, reading, and science assessments
(School Letterhead)

(Insert Date Here)

Dear Parent or Guardian:

We are pleased to notify you that **(school name)** has been selected to represent private schools across the nation by participating in the National Assessment of Educational Progress (NAEP) on **(date)**. NAEP is the largest nationally representative and continuing assessment of what students in public and private schools know and can do in various subjects. It is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from state and school assessments because it provides a common measure of student achievement across the country. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

Your child **(will/may)** take an assessment in one of the following subjects: mathematics, reading, or science. In addition to subject area questions, NAEP survey questionnaires are voluntarily completed by students. The questionnaires provide valuable information about participating students' educational experiences and opportunities to learn both in and out of the classroom. More information is available at <https://nces.ed.gov/nationsreportcard/parents> under the section "What Questions Are on the Test?"

The assessment takes about 120 minutes for most students.

The information collected is used for statistical purposes only.

- Your child's grades will not be affected.
- Students may be excused for any reason, are not required to complete the assessment, and may skip any question.
- While the assessment is voluntary, NAEP depends on student participation to help policymakers improve education. However, if you do not want your child to participate, please notify me in writing by **(date)**.

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. Contact **(name)** at **(telephone number)** or at **(email address)** if you have any questions. To learn more about private school participation in NAEP visit http://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx.

We are excited that our school is participating in NAEP. We know that **(school name)**'s students will show what our nation's students in private schools know and can do.

Sincerely,

School Principal

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

NAEP 2019 PARENT/GUARDIAN NOTIFICATION LETTER PRIVATE SCHOOL
Grades 4 and 8-mathematics and reading assessments

(School Letterhead)

(Insert Date Here)

Dear Parent or Guardian:

We are pleased to notify you that (school name) has been selected to represent private schools across the nation by participating in the National Assessment of Educational Progress (NAEP) on (date). NAEP is the largest nationally representative and continuing assessment of what students in public and private schools know and can do in various subjects. It is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from state and school assessments because it provides a common measure of student achievement across the country. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

Your child (will/may) take an assessment in mathematics or reading. In addition to subject-area questions, NAEP survey questionnaires are voluntarily completed by students. The questionnaires provide valuable information about participating students' educational experiences and opportunities to learn both in and out of the classroom. As part of the National Indian Education Study (NIES) 2019, American Indian and Alaska Native students may be asked additional questions during the student questionnaire phase of the assessment. The questions are tailored to students' educational experiences and the opportunities they have to learn about their culture and traditions. More information is available at <https://nces.ed.gov/nationsreportcard/parents> under the section "What Questions Are on the Test?"

The assessment takes about 120 minutes for most students.

The information collected is used for statistical purposes only.

- Your child's grades will not be affected.
- Students may be excused for any reason, are not required to complete the assessment, and may skip any question.
- While the assessment is voluntary, NAEP depends on student participation to help policymakers improve education. However, if you do not want your child to participate, please notify me in writing by (date).

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <https://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. Contact (name) at (telephone number) or at (email address) if you have any questions. To learn more about private school participation in NAEP, visit https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx.

We are excited that our school is participating in NAEP. We know that (school name)'s students will show what our nation's students in private schools know and can do.

Sincerely,

School Principal

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

NAEP 2019 PARENT/GUARDIAN NOTIFICATION LETTER PRIVATE SCHOOL
Grades 4 and 8-mathematics, reading, and science assessments
(School Letterhead)

(Insert Date Here)

Dear Parent or Guardian:

We are pleased to notify you that (school name) has been selected to represent private schools across the nation by participating in the National Assessment of Educational Progress (NAEP) on (date). NAEP is the largest nationally representative and continuing assessment of what students in public and private schools know and can do in various subjects. It is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from state and school assessments because it provides a common measure of student achievement across the country. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

Your child (will/may) take an assessment in one of the following subjects; mathematics, reading, or science. In addition to subject area questions, NAEP survey questionnaires are voluntarily completed by students. The questionnaires provide valuable information about participating students' educational experiences and opportunities to learn both in and out of the classroom. More information is available at <https://nces.ed.gov/nationsreportcard/parents> under the section "What Questions Are on the Test?"

The assessment takes about 120 minutes for most students.

The information collected is used for statistical purposes only.

- Your child's grades will not be affected.
- Students may be excused for any reason, are not required to complete the assessment, and may skip any question.
- While the assessment is voluntary, NAEP depends on student participation to help policymakers improve education. However, if you do not want your child to participate, please notify me in writing by (date).

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <https://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. Contact (name) at (telephone number) or at (email address) if you have any questions. To learn more about private school participation in NAEP visit https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx.

We are excited that our school is participating in NAEP. We know that (school name)'s students will show what our nation's students in private schools know and can do.

Sincerely,

School Principal

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix D2-12: NAEP 2019 Parent/ Guardian Notification Letters

NAEP 2019 PARENT/GUARDIAN NOTIFICATION LETTER
Grades 4 and 8 – Mathematics, reading, and science assessments
(School Letterhead)

(Insert Date Here)

Dear Parent or Guardian:

(School name) will participate in the National Assessment of Educational Progress (NAEP) on (date). NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. NAEP is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessments because it is a common measure of achievement across the country. The results are released as The Nation’s Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

Your child (will/may) take an assessment in mathematics, reading, or science. In addition to subject area questions, NAEP survey questionnaires are voluntarily completed by students. **Your child may also receive an extended questionnaire that takes up to 10 more minutes and asks additional contextual questions.** The questionnaires help by providing valuable information about participating students’ educational experiences and opportunities to learn both in and out of the classroom. More information about NAEP survey questionnaires is available at <https://nces.ed.gov/nationsreportcard/parents> under the section “What Questions Are on the Test?”

Assessments take about 120 minutes for most students, including transition time and directions.

The information collected is used for statistical purposes only.

- Your child’s grades will not be affected.
- Students may be excused for any reason, are not required to complete the assessment, and may skip any question.
- While the assessment is voluntary, NAEP depends on student participation to help policymakers improve education. However, if you do not want your child to participate, please notify me in writing by (date).

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. Contact (name) at (telephone number) or at (email address) if you have any questions.

We are excited that our school is participating in NAEP. We know that (school name)’s students will show what our nation’s students know and can do.

Sincerely,

(School Principal’s Name)

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students’ education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant’s information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports

NAEP 2019 PARENT/GUARDIAN NOTIFICATION LETTER
Grades 4 and 8 – Mathematics and reading assessments
(School Letterhead)

(Insert Date Here)

Dear Parent or Guardian:

(School name) will participate in the National Assessment of Educational Progress (NAEP) on (date). NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. NAEP is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessments because it is a common measure of achievement across the country. The results are released as The Nation’s Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

Your child (will/may) take an assessment in mathematics or reading. In addition to subject-area questions, NAEP survey questionnaires are voluntarily completed by students. The questionnaires provide valuable information about participating students’ educational experiences and opportunities to learn both in and out of the classroom. As part of the 2019 National Indian Education Study, American Indian and Alaska Native students may receive additional questions tailored to their educational experiences and their opportunities to learn about their culture and traditions. More information about NAEP survey questionnaires is available at <https://nces.ed.gov/nationsreportcard/parents> under the section “What Questions Are on the Test?”

The assessment takes about 120 minutes for most students, including transition time and directions.

The information collected is used for statistical purposes only.

- Your child’s grades will not be affected.
- Students may be excused for any reason, are not required to complete the assessment, and may skip any question.
- While the assessment is voluntary, NAEP depends on student participation to help policymakers improve education. However, if you do not want your child to participate, please notify me in writing by (date).

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. Contact (name) at (telephone number) or at (email address) if you have any questions.

We are excited that our school is participating in NAEP. We know that (school name)’s students will show what our nation’s students know and can do.

Sincerely,

(School Principal’s Name)

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students’ education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant’s information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports

NAEP 2019 PARENT/GUARDIAN NOTIFICATION LETTER
Grade 12 – Mathematics, reading, and science assessments
(School Letterhead)

(Insert Date Here)

Dear Parent or Guardian:

(School name) will participate in the National Assessment of Educational Progress (NAEP) on (date). NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. NAEP is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from our state assessments because it is a common measure of achievement across the country. The results are released as The Nation’s Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

Your child (will/may) take an assessment in mathematics, reading, or science. In addition to subject area questions, NAEP survey questionnaires are voluntarily completed by students. **Your child may also receive an extended questionnaire that takes up to 10 more minutes and asks additional contextual questions.** The questionnaires help by providing valuable information about participating students’ educational experiences and opportunities to learn both in and out of the classroom. More information about NAEP survey questionnaires is available at <https://nces.ed.gov/nationsreportcard/parents> under the section “What Questions Are on the Test?”

Assessments take about 120 minutes for most students, including transition time and directions.

The information collected is used for statistical purposes only.

- Your child’s grades will not be affected.
- Students may be excused for any reason, are not required to complete the assessment, and may skip any question.
- While the assessment is voluntary, NAEP depends on student participation to help policymakers improve education. However, if you do not want your child to participate, please notify me in writing by (date).

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. Contact (name) at (telephone number) or at (email address) if you have any questions.

We are excited that our school is participating in NAEP. We know that (school name)’s students will show what our nation’s students know and can do.

Sincerely,

(School Principal’s Name)

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students’ education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant’s information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports

NAEP 2019 PARENT/GUARDIAN NOTIFICATION LETTER

Puerto Rico
(School Letterhead)

(Insert Date Here)

Dear Parent or Guardian:

(School name) will participate in the National Assessment of Educational Progress (NAEP) on (date). NAEP is the largest nationally representative and continuing assessment of what students know and can do in various subjects. NAEP is administered by the National Center for Education Statistics (NCES), within the U.S. Department of Education. NAEP is different from our state assessments because it is a common measure of achievement across the country. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public.

Your child (will/may) take an assessment in mathematics. In addition to subject-area questions, NAEP survey questionnaires are voluntarily completed by students. The questionnaires provide valuable information about participating students' educational experiences and opportunities to learn both in and out of the classroom. More information about NAEP survey questionnaires is available at <https://nces.ed.gov/nationsreportcard/parents/spanish.aspx> under the section "What Questions Are on the Test?"

The assessment takes about 120 minutes for most students, including transition time and directions.

The information collected is used for statistical purposes only.

- Your child's grades will not be affected.
- Students may be excused for any reason, are not required to complete the assessment, and may skip any question.
- While the assessment is voluntary, NAEP depends on student participation to help policymakers improve education. However, if you do not want your child to participate, please notify me in writing by (date).

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <https://nces.ed.gov/nationsreportcard/pdf/parents/2012575.pdf>. Contact (name) at (telephone number) or at (email address) if you have any questions.

We are excited that our school is participating in NAEP. We know that (school name)'s students will show what our nation's students know and can do.

Sincerely,

(School Principal's Name)

**National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports*

Appendix D2-13: 2019 State Guide to NAEP Participation

The National Assessment of Educational Progress (NAEP), often called The Nation's Report Card, is the largest nationally representative and continuing assessment of what students in the United States know and are able to do in various subjects. Since 1969, NAEP has been a common measure of student achievement across the country in mathematics, reading, science, writing, and many other subjects. Depending on the assessment, NAEP report cards provide national, state, and some district-level results, as well as results for different demographic groups. Federal and state policymakers, educators, and researchers use NAEP results to assess student progress and develop ways to improve education across the country and ensure that all students have the opportunity to succeed.

NAEP is a congressionally mandated project administered by the National Center for Education Statistics (NCES), located within the U.S. Department of Education's Institute of Education Sciences.

NAEP State Participation

Since its inception, NAEP has been a partnership between the federal government and the states, and states have continued to support NAEP national assessments through their schools' participation. In 1990, NAEP was administered at the state level for the first time. Since then, states have had the opportunity to receive results in mathematics, reading, science, and writing at grades 4 and 8, allowing for comparisons over time to the nation and other states. Beginning in 2003, all states have participated in the state NAEP mathematics and reading assessments at grades 4 and 8.

The NAEP 2019 Assessment Program

The 2019 NAEP program will include digitally based assessments, administered on tablets, in mathematics, reading, and science at grades 4, 8, and 12. Some fourth- and eighth-grade students will take paper-and-pencil versions of the science assessment, and some twelfth-grade students will take paper-and-pencil versions of the mathematics, reading, and science assessments. Administering assessments via both tablet and paper booklets will help evaluate any differences in student performance between the two types of administration. In addition, schools and students may also be selected to participate in NAEP pilot testing in mathematics and reading. Pilots help improve future NAEP assessments and ensure that they continue to be a reliable measure of student achievement. NAEP representatives will bring all necessary materials and equipment to schools. Schools will not need to provide internet access.

In 2019, state-level data will be collected in mathematics and reading assessments at grades 4 and 8. Under the Elementary and Secondary Education Act Reauthorization of 2001 and continuing with the Every Student Succeeds Act (ESSA), which was signed into law in December 2015, state applications for Title I funds must include an assurance that states will participate in the biennial NAEP mathematics and reading assessments at grades 4 and 8 and that state results will be reported.

Twenty-seven districts will participate in the NAEP Trial Urban District Assessment (TUDA) in mathematics and reading in grades 4 and 8. A primary goal of NAEP TUDA is to focus attention on urban education by measuring what students in the nation's large urban districts know and can do in mathematics and reading.

Additionally, some schools and students may be selected to participate in special studies, including the National Indian Education Study (NIES) and the High School Transcript Study (HSTS). The NIES describes the

condition of education for American Indian and Alaska Native students in the United States. The HSTS analyzes transcripts from a sample of high school graduates to provide information about coursetaking patterns and examines relationships with educational achievements through the link to NAEP data.

Additional information about the NAEP program and the data collection process is available from your state's NAEP State Coordinator and through the NAEP website at <https://nces.ed.gov/nationsreportcard/>.

Sidebar text:

This publication provides an overview of the NAEP 2019 assessments for state officials to promote understanding of the activities that will take place during the assessment cycle.

Additional information on the NAEP program and its data collection process is available from NAEP State Coordinators and through the NAEP website at <http://nces.ed.gov/nationsreportcard/>.

School and Student Participation

The NAEP 2019 state assessments will be administered to representative state samples of public school students in grades 4 and 8. States that have districts participating in NAEP TUDA will have more schools and students added to their samples in order to ensure a representative TUDA sample.

The NAEP contractor responsible for sampling and data collection will draw the sample for each state from the Common Core of Data (CCD), an NCES program that annually collects fiscal and other data about all public schools, public school districts, and state education agencies in the United States. The NAEP State Coordinator ensures the list of schools is current. As appropriate, demographic variables of racial and ethnic composition, type of school location, and school achievement on state assessments are used to help define which schools are selected within each state.

Within selected schools, students are randomly selected from a list of all students enrolled in the grade(s) to be assessed. The NAEP contractor works directly with the NAEP state and district coordinators on the submission of the student lists.

Parent Notification

Federal law requires that parents or legal guardians of students selected for the NAEP sample be notified about the assessment and informed that they may choose not to allow their children to participate. NAEP State Coordinators are responsible for ensuring that districts or schools provide this information to all parents of students selected to participate in NAEP. Sample letters will be provided to NAEP State Coordinators for tailoring to state needs.

NAEP 2019 Mathematics and Reading Assessment Content

Each NAEP assessment is based on a framework that describes the specific knowledge and skills that should be assessed. The National Assessment Governing Board oversees the creation of NAEP frameworks, with input from subject matter experts, practitioners, and members of the general public—including researchers, educators, business leaders, and policymakers. NAEP frameworks also describe the types of questions that should be included and how they should be designed and scored. NAEP frameworks are available at the National Assessment Governing Board website at [https:// www.nagb.gov](https://www.nagb.gov).

The mathematics framework for NAEP 2019 is the same framework that has been used since 2005 for

mathematics assessments at grades 4 and 8. This framework, approved by the National Assessment Governing Board, replaces the framework first used for the 1990 mathematics assessment and subsequent mathematics assessments through 2005. Trends in student performance for participating states can be measured since 1992 for grade 4 and 1990 for grade 8.

The mathematics framework calls for questions based on five content areas: number properties and operations; measurement; geometry; data analysis, statistics, and probability; and algebra. Questions are also categorized according to mathematical complexity, which describes what level of cognitive demand (low, moderate, or high) is required for students to answer each question correctly.

Students respond to both multiple-choice and constructed-response questions designed to assess the framework objectives.

The reading framework for NAEP 2019 is the same framework that has been used since the 2009 reading assessments at grades 4 and 8. This is the second reading framework approved by the National Assessment Governing Board and replaces the framework first used for the 1992 reading assessment and subsequent reading assessments through 2007. Trends in state achievement for participating states can be measured since 1992 for grades 4 and 8.

The reading framework specifies two types of texts be included on the assessment: literary texts and informational texts. The framework also specifies that vocabulary knowledge will be assessed. Vocabulary items function both as a measure of passage comprehension and as a test of readers' understanding of how the text influences the meaning of the word. The framework also specifies three cognitive targets, or behaviors and skills, for items from both literary and informational texts: locate/recall, integrate/interpret, and critique/evaluate. To measure these cognitive skills, students respond to both multiple-choice and constructed-response items.

NAEP Reports and the Release of Results

Prior to NCES's release of the NAEP 2019 national and state results, NAEP State Coordinators will receive selected data for review, which will include inclusion rates and demographic data. Because state participation is mandatory for the mathematics and reading assessments at grades 4 and 8, no formal approval process is required for results to be published; that is, a state is deemed to have given its permission to release its results if the state has submitted an application for Title I funds.

Results for each participating state will be analyzed and reported in a manner that permits comparisons both over time and to other participating states and the nation. To prepare for the release, NCES works with NAEP State Coordinators to analyze the data and assist in understanding the results.

The National Assessment Governing Board facilitates the initial public release of NAEP reports and determines the date and time for the release. To assist state participation in the release of the results, each state will be given the date and time of the national release so that state releases can be coordinated with the release of national and state NAEP results.

States may prepare and release reports of their state NAEP results either concurrently with or subsequent to the official public release.

All assessment results are embargoed until the time of the national release of the NAEP data by the NCES commissioner. This means that no individual or party may share or disclose NAEP results prior to the initial

public release of NAEP reports by NCES.

For More Information

For more information about participating in the 2019 state assessment program, contact your NAEP State Coordinator and/or Gina Broxterman (Gina.Broxterman@ed.gov), Assessment Division, NCES (202-245-7791). Further information about NAEP is available at <http://nces.ed.gov/nationsreportcard> and <http://www.nationsreportcard.gov>. Information about the National Assessment Governing Board is available at <http://www.nagb.gov>.

Sidebar text:

Find us on: [include updated social media icons]

Released questions from previous assessments are available online by using the NAEP Questions Tool at <https://nces.ed.gov/nationsreportcard/nqt>. NAEP Item Maps can also be examined at the NAEP website at <https://www.nationsreportcard.gov/itemmaps>.

Back cover:

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every National Center for Education Statistics (NCES) employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

This publication was prepared for the National Assessment of Educational Progress by Hager Sharp under contract ED-IES-13-C-0025.

**Appendix D2-14: 2019 Trial Urban District Assessment (TUDA) Guide to NAEP
Participation**

Trial Urban District Assessment (TUDA) Guide to NAEP Participation 2019

[Folded booklet design]

Front cover: Trial Urban District Assessment (TUDA) Guide to NAEP Participation 2019

The National Assessment of Educational Progress (NAEP), often called The Nation’s Report Card, is the largest nationally representative and continuing assessment of what students in the United States know and are able to do in various subjects. Since 1969, NAEP has been a common measure of student achievement across the country in mathematics, reading, science, writing, and many other subjects. Depending on the assessment, NAEP report cards provide national, state, and some district-level results, as well as results for different demographic groups. Federal and state policymakers, educators, and researchers use NAEP results to assess student progress and develop ways to improve education across the country and ensure that all students have the opportunity to succeed.

The Trial Urban District Assessment (TUDA), a special project within NAEP, was designed to explore the feasibility of using NAEP to report on the performance of public school students at the district level. TUDA began in 2002 with reading and writing assessments in selected large urban districts. Beginning in 2003, TUDA has assessed schools in reading and mathematics. The National Assessment Governing Board invites selected districts to participate. Currently 27 school districts are part of the program. TUDA districts will be invited to participate in mathematics and reading assessments at grades 4 and 8 in 2019.

NAEP is a congressionally mandated project administered by the National Center for Education Statistics (NCES), located within the U.S. Department of Education’s Institute of Education Sciences.

The NAEP 2019 Assessment Program

The 2019 NAEP program will include digitally based assessments, administered on tablets, in mathematics, reading, and science at grades 4, 8, and 12. Some fourth- and eighth-grade students will take paper-and-pencil versions of the science assessment, and some twelfth-grade students will take paper-and-pencil versions of the mathematics, reading, and science assessments. Administering assessments via both tablet and paper booklets will help evaluate any differences in student performance between the two types of administration. In addition, schools and students may also be selected to participate in NAEP pilot testing in mathematics and reading. Pilots help improve future NAEP assessments and ensure that they continue to be a reliable measure of student achievement. NAEP representatives will bring all necessary materials and equipment to schools. Schools will not need to provide internet access.

Additional information about the NAEP program and the data collection process is available from your TUDA Coordinator and through the NAEP website at <http://nces.ed.gov/nationsreportcard>.

Sidebar text:

This publication provides an overview of the NAEP 2019 assessments for district officials to promote understanding of the activities that will take place during the assessment cycle.

Additional information on the NAEP program and its data collection process is available through the NAEP website at <http://nces.ed.gov/nationsreportcard>.

School and Student Participation

The NAEP 2019 TUDA assessments will be administered to representative district samples of public school students in grades 4 and 8.

The NAEP contractor responsible for sampling and data collection will draw the sample for each state from

the Common Core of Data (CCD), an NCES program that annually collects fiscal and other data about all public schools, public school districts, and state education agencies in the United States. The NAEP State Coordinator ensures the list of schools is current. As appropriate, demographic variables of racial and ethnic composition, type of school location, and school achievement on state assessments are used to help define which schools are selected within each state.

Within selected schools, students are randomly selected from a list of all students enrolled in the grade(s) to be assessed. The NAEP contractor works directly with the NAEP state and district coordinators on the submission of the student lists.

Parent Notification

Federal law requires that parents or legal guardians of students selected for the NAEP sample be notified about the assessment and informed that they may choose not to allow their children to participate. NAEP State and TUDA Coordinators are responsible for ensuring that districts or schools provide this information to all parents of students selected to participate in NAEP. Sample letters will be provided to NAEP State and TUDA Coordinators for tailoring to state and district needs.

NAEP 2019 Mathematics and Reading Assessment Content

Each NAEP assessment is based on a framework that describes the specific knowledge and skills that should be assessed. The National Assessment Governing Board oversees the creation of NAEP frameworks, with input from subject matter experts, practitioners, and members of the general public – including researchers, educators, business leaders, and policymakers. NAEP frameworks also describe the types of questions that should be included and how they should be designed and scored. NAEP frameworks are available at the National Assessment Governing Board website at <https://www.nagb.gov>.

The mathematics framework for NAEP 2019 is the same framework that has been used since 2005 for mathematics assessments at grades 4 and 8. This framework, approved by the National Assessment Governing Board, replaces the framework first used for the 1990 mathematics assessment and subsequent mathematics assessments through 2005. Trends in student performance for participating states can be measured since 1992 for grade 4 and 1990 for grade 8.

The mathematics framework calls for questions based on five content areas: number properties and operations; measurement; geometry; data analysis, statistics, and probability; and algebra. Questions are also categorized according to mathematical complexity, which describes what level of cognitive demand (low, moderate, or high) is required for students to answer each question correctly.

Students respond to both multiple-choice and constructed-response questions designed to assess the framework objectives.

The reading framework for NAEP 2019 is the same framework that has been used since the 2009 reading assessments at grades 4 and 8. This is the second reading framework approved by the National Assessment Governing Board and replaces the framework first used for the 1992 reading assessment and subsequent reading assessments through 2007. Trends in state achievement for participating states can be measured since 1992 for grades 4 and 8.

The reading framework specifies two types of texts be included on the assessment: literary texts and informational texts. The framework also specifies that vocabulary knowledge will be assessed. Vocabulary items function both as a measure of passage comprehension and as a test of readers' understanding of how the text influences the meaning of the word. The framework also specifies three cognitive targets, or

behaviors and skills, for items from both literary and informational texts: locate/recall, integrate/interpret, and critique/evaluate. To measure these cognitive skills, students respond to both multiple-choice and constructed-response items.

NAEP Reports and the Release of Results

Prior to the NCES' release of the NAEP 2019 national and state results, NAEP TUDA Coordinators will receive selected data for review, which will include inclusion rates and demographic data. By agreeing to participate as a trial urban district for 2019, districts are giving permission to release their district results in mathematics and reading at grades 4 and 8.

Results for each participating district will be analyzed and reported in a manner that permits comparisons both over time and to other participating states and the nation. To prepare for the release, NCES works with NAEP TUDA Coordinators to analyze the data and assist in understanding the results.

The National Assessment Governing Board facilitates the initial public release of NAEP reports and determines the date and time for the release. To assist district participation in the release of the results, each district will be given the date and time of the national release so that district releases can be coordinated with the release of TUDA results.

Districts may prepare and release reports of their district NAEP results either concurrently with or subsequent to the official public release.

All assessment results are embargoed until the time of the national release of the NAEP data by the NCES commissioner. This means that no individual or party may share or disclose NAEP results prior to the initial public release of NAEP reports by NCES.

For More Information

For more information about participating in the 2019 TUDA program, contact your NAEP TUDA Coordinator and/or Gina Broxterman (Gina.Broxterman@ed.gov), Assessment Division, NCES (202-245-7791). Further information about NAEP is available at <http://www.nationsreportcard.gov> and <http://nces.ed.gov/nationsreportcard>. Information about the National Assessment Governing Board is available at <http://www.nagb.org>.

Sidebar text:

Find us on: [include updated social media icons]

Released questions from previous assessments are available online by using the NAEP Questions Tool at <https://nces.ed.gov/nationsreportcard/nqt/>. NAEP Item Maps can also be examined at the NAEP website (<https://www.nationsreportcard.gov/itemmaps>).

Back cover:

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be

combined across respondents to produce statistical reports.

This publication was prepared for the National Assessment of Educational Progress by Westat under contract ED-IES-13-C-0020.

Appendix D2-15: 2019 NCES Letter to Chiefs



UNITED STATES DEPARTMENT OF EDUCATION

INSTITUTE OF EDUCATION SCIENCES

NATIONAL CENTER FOR EDUCATION STATISTICS

April xx, 2018

NAME

TITLE

ADDRESS 1

ADDRESS 2

CITY, STATE, ZIP

Dear NAME:

The National Center for Education Statistics (NCES) is preparing for its next cycle of the National Assessment of Educational Progress (NAEP). I would like to inform you of assessment activities that will be taking place in your state. This letter will provide further detail on specifics of the NAEP assessments and give general information about other upcoming NCES assessment activities.

For 2019, at the state level, NAEP will be administered in mathematics and reading at grades 4 and 8. At the national level, science will be administered at grades 4, 8, and 12, and reading and mathematics will be administered at grade 12. The High School Transcript Study (HSTS) will also take place at grade 12. The HSTS analyzes transcripts from a nationally representative sample of high school graduates to provide information about coursetaking patterns and examines relationships with educational achievements through the link to NAEP data.

The NAEP assessment window will occur from January 28 through March 8, 2019. Under the Every Student Succeeds Act of 2015, state applications for Title I funds must include an assurance that the state will participate in the biennial NAEP mathematics and reading assessments at grades 4 and 8; participation in mathematics and reading assessments at grade 12 and in the science assessment at all grades is voluntary. Mathematics and reading results for NAEP will be available approximately 6 months after the assessment window for 4th and 8th grade results. NAEP reading and mathematics for the 12th grade and science results will then be released approximately 6 months after the mathematics and reading results

NCES will also conduct pilot testing of items for future assessments and carry out research studies. Pilot testing is critical to the development of NAEP assessments ensuring that the highest quality items are used for future NAEP assessments. By participating in pilot testing, schools and students take an active role in how NAEP is administered and how other students will experience the assessments.

In addition to NAEP, the following international assessments will be conducted in the 2018–2019 school year: the Program for International Student Assessment (PISA) and International Early Learning Study (IELS), both conducted in the fall, and the Trends in International Mathematics and Science Study (TIMSS) conducted in the spring. If interested, states have the opportunity to participate and receive results for some of these international assessments.

As in the past, we will inform your state assessment director and NAEP State Coordinator about the upcoming assessments. A brochure with specific information on state participation in NAEP is enclosed. Frameworks for the mathematics, reading, and science assessments can be accessed at www.nagb.org. We will also continue to update your NAEP State Coordinator on all related NAEP activities.

To keep you abreast of NCES activities that might impact your state, we have included a one-page chart of the activities taking place for the 2019 NCES assessments. Included in this chart you will get an idea of when the recruitment, administration, and reporting activities will occur for the various NCES assessments.

We appreciate your participation and wish you a successful school year! If you have any questions or if you would like additional information about the assessments, please contact Holly Spurlock, Branch Chief, Assessment Operations, at holly.spurlock@ed.gov or (202) 245-7132 or Gina Broxterman, Project Director, State and District Operations at gina.broxterman@ed.gov or (202) 245-7791. Further information is also available through the NAEP website at www.nationsreportcard.gov.

Sincerely,

A handwritten signature in cursive script, appearing to read "Peggy Carr".

Peggy Carr, Ph.D.
Associate Commissioner
National Center for Education Statistics

CC: State Assessment Director
NAEP State Coordinator

Enclosures

Appendix D2-16: 2019 NIES Sample Parent Letter

NIES SAMPLE PARENT/GUARDIAN NOTIFICATION LETTER

(Insert Date Here)

Dear Parent or Guardian:

(School name) has been selected to participate in the 2019 **National Indian Education Study (NIES)** on **(date)**. The Office of Indian Education (OIE) within the U.S. Department of Education initiated NIES to provide valuable information on the educational achievement and experiences of American Indian and Alaska Native (AI/AN) students at grades 4 and 8.

The study contains two components: an assessment and a survey questionnaire. The first component of NIES is the National Assessment of Educational Progress (NAEP). NAEP is the largest nationally representative and continuing assessment of what students in public and private schools know and can do in various subjects. It is administered by the National Center for Education Statistics, within the U.S. Department of Education. NAEP is different from state and school assessments because it provides a common measure of achievement across the country. The results are released as The Nation's Report Card, which provides information about student achievement to educators, parents, policymakers, and the public. Your child **(will/may)** take an assessment in mathematics or reading.

In addition to the assessment, NAEP survey questionnaires are voluntarily completed by students. The questionnaires provide valuable information about participating students' educational experiences and opportunities to learn both in and out of the classroom. As part of NIES, AI/AN students will receive additional questions tailored to their educational experiences and their opportunities to learn about their culture and traditions. These additional questions will take up to 20 minutes for students to complete. More information about NAEP survey questionnaires is available at <https://nces.ed.gov/nationsreportcard/parents> under the section "What Questions Are on the Test?"

The assessment takes about 120 minutes for most students.

The information collected is used for statistical purposes only.

- Your child's grades will not be affected.
- Students may be excused for any reason, are not required to complete the assessment, and may skip any question.
- While the assessment is voluntary, NAEP depends on student participation to help policymakers improve education. However, if you do not want your child to participate, please notify me in writing by **(date)**.

There is no need to study in preparation for NAEP, but please encourage your child to do his or her best. A brochure that explains what participation in NAEP means for you and your child is available at <http://nces.ed.gov/nationsreportcard/pdf/parents/2012469.pdf>. For more information about NIES, visit <https://nces.ed.gov/nationsreportcard/nies>. Contact **(name)** at **(telephone number)** or at **(email address)** if you have any questions.

We are excited that our school is participating in NIES, and we appreciate the contribution our students will make to the education of AI/AN students across the country.

Sincerely,

Principal Name, Title

School Name

Phone Number

National Center for Education Statistics (NCES) is authorized to conduct NAEP by the National Assessment of Educational Progress Authorization Act (20 U.S.C. §9622) and to collect students' education records from education agencies or institutions for the purposes of evaluating federally supported education programs under the Family Educational Rights and Privacy Act (FERPA, 34 CFR §§ 99.31(a)(3)(iii) and 99.35). All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix D2-17: Thank You for Your Participation Letter

Dear XXXX,

Thank you for your contribution to the 2019 National Assessment of Educational Progress (NAEP).

It is important for you to know that the hard work of your school, teachers, and students informs the national dialogue about what students know and can do, as well as the context in which they learn. Therefore, we wanted to take this opportunity to acknowledge that NAEP's continued success could not happen without your dedicated contribution to this national effort.

Thank you for your continued support of NAEP and the work that you do to make such an impact on educating the nation's students, today and in the future. We look forward to continuing our collaborative efforts during future NAEP assessments.

Sincerely,

Peggy G. Carr, Ph.D.
Associate Commissioner, Assessment Division
National Center for Education Statistics

**Appendix D2-18: NAEP State Coordinator Letter to High School Transcript Study (HSTS)
Coordinator**

Early Fall NAEP 2019 Assessment Details Letter
NAEP STATE COORDINATOR TO HSTS COORDINATOR

Red text should be customized before mail merge, **highlighted text** represents mail merge fields.

Dear HSTS Coordinator:

Your school has been selected for the 2019 High School Transcript Study (HSTS), which is conducted in conjunction with the 2019 National Assessment of Educational Progress (NAEP). HSTS provides information about the courses high school graduates took during their high school years, how many credits they earned, the grades they received, and examines the relationship of these coursetaking patterns to the achievement of those graduates who participated in the twelfth-grade 2019 NAEP. I look forward to working with you to coordinate HSTS in your school.

*This paragraph should only be included for states/TUDAs that are submitting transcripts on behalf of schools. To reduce burden on individual schools, I will provide the student transcripts electronically and in a secure manner to NAEP representatives during the summer of 2019. **Students' names and all other identifying information will be removed or masked before transcript information is used in analysis.** Although your school does not have to prepare and provide the transcripts, there are important activities that require your input.*

As the HSTS coordinator, you will have a number of responsibilities critical to making this study a success. **A study representative will contact you periodically and provide guidance.** The timeline below indicates when you will need to complete specific activities.

- **September 2018:** Register at <https://hsts.mynaep.com> with the following registration ID: **MyNAEP Registration ID** and confirm your contact information by **date**. See the enclosed instructions.
- *The following red text should only be included for schools that are submitting their own transcripts. **October 2018:** Collect course catalogs for the current school year (2018–2019) and the three previous years (2017–2018, 2016–2017, and 2015–2016). You will need to determine if the catalogs can be uploaded via secure file transfer protocol, which is the preferred method of transfer, or if hardcopies need to be sent via a prepaid and pre-addressed return envelope instead.*
- **January–March 2019:** Complete the School Information Form, which asks about credits awarded for courses, grading policies, graduation requirements, transcript content information, and transcript submission. *The following red text should only be included for schools that are submitting their own transcripts. You will also provide a sample student transcript with the student name redacted and place Family Educational Rights and Privacy Act (FERPA) disclosure notices with the files of students selected to take the NAEP 2019 mathematics and science assessments.*
- **May–October 2019:** Collect transcripts of students who took the NAEP assessment and upload them to MyNAEP or arrange for a study representative to pick up copies. A copy of the relevant FERPA regulations will be provided to you before the collection of any transcripts. **Students' names and all other identifying information will be removed or masked before releasing transcript copies from the school.**

More information about the study is available in the enclosed *NAEP in Your School: High School Transcript Study* and at <http://nces.ed.gov/nationsreportcard/hsts>. Thank you in advance for your cooperation and effort in helping to coordinate this important study. If you have any questions, please feel free to contact me at **telephone number** or **email address**.

Sincerely,

NAEP State Coordinator

Enclosures: HSTS folder, including the following:
NAEP in Your School: High School Transcript Study
Registration Instructions

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix D2-19: NAEP In Your School Recruitment Brochure Text, High School Transcript Study (HSTS)

NAEP 2019 in Your School High School Transcript Study

Page One Sidebar

NAEP is an integral part of education in the United States.

- The National Assessment of Educational Progress (NAEP) is the largest continuing and nationally representative assessment of what our nation's students know and can do in a variety of academic subjects. NAEP is a congressionally mandated project administered by the National Center for Education Statistics (NCES) within the U.S. Department of Education.
- In addition to the assessments, NAEP coordinates a number of related special studies. Such studies often involve special data collection procedures in the field, in-depth analyses of NAEP results, and evaluations of various technical procedures.
- The NAEP High School Transcript Study (HSTS), conducted by NCES, is a periodic survey of transcripts of high school graduates and the relationship between coursetaking patterns and student achievement.

Page One Body

The NAEP HSTS is designed to provide information about the types of courses that graduates take during high school, how many credits they earn, and their grade point averages. In addition, this study provides an opportunity to examine the relationship between coursetaking patterns and educational achievement through the link to NAEP proficiency data. The HSTS 2019 school sample includes public and private schools.

What Is the Schedule of Activities for HSTS 2019?

Preliminary Activities (September 2018–March 2019)

- Schools will be notified of their selection for HSTS and asked to identify an HSTS school coordinator.
- Course catalogs or course lists will be requested for the current school year (2018–2019) and for the preceding three years (2017–2018, 2016–2017, and 2015–2016).
- Schools will be asked to complete a School Information Form that asks about credits awarded for courses, grading policies, and graduation requirements, as well as transcript content information and transcript submission.
- A sample student transcript, with the student name redacted, will be requested at the school, district, or state level.
- Schools will be instructed to place the Family Educational Rights and Privacy Act (FERPA) disclosure notices with the files of students selected to take the NAEP 2019 mathematics and science assessments. These notices will include the FERPA provisions, which explain the disclosure safeguards that grant NCES the authority to obtain transcript information.

Transcript Collection (June–October 2019)

- NAEP will collect copies of transcripts for the sampled students. The state or district will provide transcripts directly to NAEP, or a study representative will contact the HSTS coordinator about collecting the transcripts. If the transcripts can be transmitted electronically, information will be given to the HSTS school coordinator about the information the transcripts must include and directions on how to transmit the transcripts. If the transcripts cannot be transmitted electronically, a NAEP representative will return to the school to collect copies of the requested student transcripts.

What Else Should You Know?

- **No student or teacher time is involved.** NAEP staff will work with school personnel to minimize burden as much as possible.
- **Privacy is a top priority.** Students' names and identifying information will be removed or masked before copies of transcripts are processed.
- **There is no cost to schools.** NCES will pay the school's usual charge for providing transcripts.

- **Parental notification is not required.** Participating schools may choose whether or not to notify parents about this study.

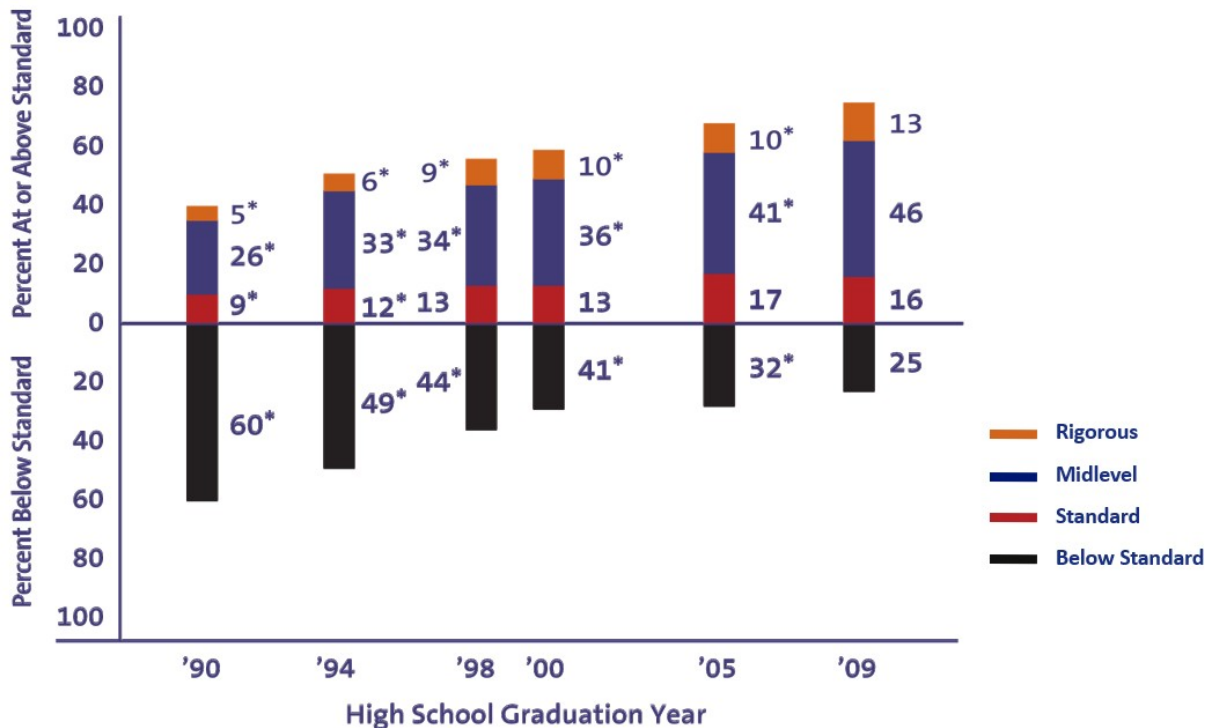
Page One Footer

For more information about NAEP, visit nces.ed.gov/nationsreportcard

Page Two

What Have We Learned From the HSTS?

The HSTS was first conducted in 1987 and then in 1990, 1994, 1998, 2000, 2005, and 2009. The graph below highlights the course curriculum levels graduates have completed since 1990, based on the three HSTS curriculum levels: standard, midlevel, and rigorous. Over time, students have taken more challenging courses.



*Significantly different ($p < .05$) from 2009.

NOTE: Details may not sum to total because of rounding. Curriculum levels are based on the number of credits earned (where one credit equals a year-long course) and types of courses students complete. The standard curriculum is defined as completing at least four credits of English and three credits each in mathematics, science, and social studies. The midlevel curriculum builds upon the standard curriculum by adding an algebra and geometry requirement, credits in two laboratory sciences (biology, chemistry, or physics), and a credit in foreign languages. The rigorous curriculum level builds upon the midlevel curriculum by adding a fourth credit in mathematics of precalculus or calculus, credits in all three laboratory sciences, and three credits in foreign languages.

SOURCE: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics, High School Transcript Study (HSTS), various years, 1990–2009

Where Can I Find More Information?

More information about the NAEP high school transcript studies can be found on the NAEP website at <http://nces.ed.gov/nationsreportcard/hsts>.

The granting of authority to the U.S. Department of Education for collection of the transcript data has been made pursuant to the provisions of the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 1232g), as implemented by 34 CFR 99.31 (l) (a)(3)(ii) and 99.35. A copy of the relevant FERPA regulations will be provided to you prior to the

collection of any transcripts.

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every National Center for Education Statistics (NCES) employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Page Two Footer

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This publication was prepared for the National Assessment of Educational Progress by Hager Sharp under contract ED-IES-13-C-0025 to the National Center for Education Statistics, U.S. Department of Education.

Appendix D2-20: NAEP High School Transcript Study (HSTS) Parent Information Letter

Parent Information Letter



January-March 2019

Dear Parent:

The National Center for Education Statistics of the U.S. Department of Education has authorized the National Assessment of Educational Progress (NAEP) to obtain student transcript data from schools selected to participate in the 2019 NAEP assessments. The NAEP High School Transcript Study (HSTS) will be conducted during the summer after the selected students have graduated from high school. The HSTS provides information about the courses high school graduates took during their high school years, how many credits they earned, the grades they received, and the relationship of these coursetaking patterns to achievement on twelfth-grade NAEP.

Your child's school has been selected to participate in this important study. In the summer of 2019, NAEP will collect transcripts for a sample of students who were in the twelfth grade in the 2018–2019 school year. **No student time** is involved in the study.

The granting of Education Department authority for collection of the transcript data has been made pursuant to the provisions of the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 2343g), as implemented by 34 CFR 99.31 (a)(3)(ii) and 99.35. The privacy of the information will be protected as required by FERPA.

The NAEP 2019 High School Transcript Study is an important study that provides valuable information regarding the courses students take while in high school and the rigor of U.S. high schools. The participation of your child's school is needed to make the results of this study comprehensive, accurate, and timely.

Sincerely,

Peggy G. Carr
Associate Commissioner

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix D2-21: NAEP High School Transcript Study (HSTS) Parent Consent Letter

Parent Consent Letter



January-March 2019

Dear Parent:

The National Center for Education Statistics of the U.S. Department of Education has authorized the National Assessment of Educational Progress (NAEP) to obtain student transcript data from schools selected to participate in the 2019 NAEP assessments. The NAEP High School Transcript Study (HSTS) will be conducted during the summer after the selected students have graduated from high school. The HSTS provides information about the courses high school graduates took during their high school years, how many credits they earned, the grades they received, and the relationship of these coursetaking patterns to achievement on twelfth-grade NAEP.

Your child's school has been selected to participate in this important study. In the summer of 2019, NAEP will collect transcripts for a sample of students who were in the twelfth grade in the 2018–2019 school year. Your child is one of the students for whom we **may** request transcript data. Please understand that **no student time** is involved in the study.

The granting of Education Department authority for collection of the transcript data has been made pursuant to the provisions of the Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 2343g), as implemented by 34 CFR 99.31 (a)(3)(ii) and 99.35. The privacy of the information will be protected as required by FERPA.

Before we proceed, we want to make sure that you do not have any objections releasing your child's transcript information for these studies. If you object, please complete and return the attached form to the school.

The NAEP 2019 High School Transcript Study is an important study that provides valuable information regarding the courses high school students take and the rigor of U.S. high schools. I would appreciate your cooperation in this very important educational study. Thank you for your time and consideration.

Sincerely,

Peggy G. Carr
Associate Commissioner

Appendix D2-22: NAEP Middle School Transcript Study (MSTS) Sample Recruitment Letter from NCES

Sample Recruitment Letter From NCES

Dear TUDA District Superintendent [Last Name]:

I am writing to invite your district to participate in a new initiative that will expand the National Assessment of Educational Progress (NAEP) to include a transcript study focusing on middle school grades. In 2017, the National Center for Education Statistics (NCES) conducted a feasibility study of the collection of middle school student coursetaking information for students selected for the NAEP grade 8 assessments. Building on the operational success of the NAEP 2017 feasibility study, NCES will conduct a Middle School Transcript Study (MSTS) as part of the NAEP 2019 program. The study will rely solely on electronic submission of course catalogs and student transcripts and will provide educators and policymakers a new resource for exploring the relationship between students' coursetaking patterns and their performance on NAEP.

The MSTS is the first NAEP transcript study to focus on middle school grades. While it may eventually be expanded to schools across the country, for NAEP 2019, only large urban districts—such as yours—have the opportunity to participate. The MSTS will rely entirely on electronic submissions, which will substantially reduce cost, time, and effort compared to previous transcript studies. In return, you will receive detailed district-level analyses.

Costs for this study will be the responsibility of NCES, as with NAEP assessments at grades 4 and 8. NCES contractors will work with your district staff to obtain electronic course catalogs and student transcripts; this is the only additional burden placed on your district. There is no additional burden at the school level. The MSTS is part of an overall movement in NAEP transcript studies toward relying on the more efficient collection of electronic records.

To meet critical deadlines for data collection preparation, it is necessary to identify interested districts now. NCES will host a webinar on [DATE] for jurisdictions interested in participating in the MSTS to review the details of the study, including the timeline, data to be collected as part of the transcripts, and reporting plans. Details about the webinar will be emailed to your NAEP coordinator.

If your district wishes to participate in this study, please complete and submit the enclosed form by close of business on [DATE].

Thank you for considering participation in this important activity. NCES will keep you apprised of the status of the study. If you have any questions, please contact Linda Hamilton at 202-245-6360 or linda.hamilton@ed.gov.

Sincerely,

Peggy G. Carr, Ph.D.
Associate Commissioner
National Center for Education Statistics

cc: Michael Casserly, Council of the Great City Schools (CGCS)
TUDA Coordinator [First and Last Name]
Enclosures: Benefits to TUDAs [Appendix A], Brochure [Appendix E], Letter of Interest [Appendix F]

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

**Appendix D2-23: NAEP Middle School Transcript Study (MSTS) TUDA Recruitment
Brochure Text**

TUDA Recruitment Brochure Text

COVER

2019 NAEP Middle School Transcript Study (MSTS)

INTERIOR

What is the 2019 NAEP Middle School Transcript Study?

As part of the 2019 National Assessment of Educational Progress (NAEP) grade 8 assessments, the Middle School Transcript Study (MSTS) is a landmark study linking middle school students' coursework from sixth through eighth grade with NAEP 2019 grade 8 assessment data.

The 2019 MSTS is also the first operational NAEP transcript study to provide student coursetaking data at the district level and rely solely on the electronic submission of course catalogs and student transcripts.

The 2019 MSTS is conducted by the National Center for Education Statistics (NCES), part of the U.S. Department of Education. The data collection will be a part of the 2019 NAEP grade 8 assessments for mathematics and reading.

Why is 2019 MSTS important?

The 2019 MSTS provides valuable student coursetaking data that supplements NAEP assessment data and school, teacher, and student questionnaire responses. It allows for the comparison of student coursetaking data within jurisdictions. In addition, the MSTS relies on electronic school records for collecting data for this and future transcript studies, which eliminates the burden on individual schools to provide paper copies of transcripts.

Why participate in 2019 MSTS?

The study promotes a deeper understanding of student academic achievement by examining coursetaking patterns, middle school curriculum rigor, and potential student academic tracking. Coupled with the NAEP school, teacher, and student survey questionnaire information, this study provides valuable information to help identify academic coursetaking behaviors and possible academic pathways to success.

Study Timeline

Fall 2018	Participation Recruitment
Spring/Summer 2019	Data Collection
Fall 2020	Reporting

Requirements for participation in the NAEP 2019 MSTS

Districts interested in participating in the 2019 MSTS study must have the following:

- a) An electronic-based student information system or centralized record system with course, grade, attendance, and other student information; and the ability to transmit records electronically in a variety of formats including: Microsoft Excel, Comma Separated Value (CSV), Microsoft Word, Microsoft Access, XML, or plain text files.
- The ability to provide electronic course catalogs containing courses available to students from grades 6 through 8; and
- The course ID number available on the electronic student record serving as a linking variable to match course numbers in the course catalogs. The course ID numbers must represent individual courses (i.e. biology I, algebra II) and not groups of courses (i.e. biology, algebra).

BACK

The National Assessment of Educational Progress (NAEP) is a congressionally mandated project conducted by the National Center for Education Statistics (NCES), within the U.S. Department of Education and the Institute of Education Sciences.

NCES is the primary federal entity for collecting, analyzing, and reporting data related to education in the United States.

It fulfills a congressional mandate to collect, collate, analyze, and report full and complete statistics on the condition of education in the United States; conduct and publish reports and specialized analyses of the meaning and significance of such statistics; and assist state and local education agencies in improving their statistical systems.

NCES activities are designed to address high-priority education data needs; provide consistent, reliable, complete, and accurate indicators of education status and trends; and report timely, useful, and high-quality data to the U.S. Department of Education, Congress, states, other education policymakers, practitioners, data users, and the general public.

For questions about the NAEP 2019 MSTs study, please email the MSTs Help Desk at MSTs@westat.com.

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix D2-24: NAEP Middle School Transcript Study (MSTS) Letter of Interest From Districts

Letter of Interest From Districts

[Insert Date]

Linda Hamilton
National Center for Education Statistics
Potomac Center Plaza
550 12th Street, SW
Room 4093
Washington, D.C. 20202, USA

Dear Ms. Hamilton

(TUDA District's name) is interested in participating in the National Assessment of Educational Progress (NAEP) 2019 Middle School Transcript Study (MSTS). Thank you very much.

Sincerely,

(signature)

Please mail to:
Linda Hamilton
National Center for Education Statistics
Potomac Center Plaza
550 12th Street, SW
Room 4093
Washington, D.C. 20202, USA

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

**Appendix D2-25: NAEP Middle School Transcript Study (MSTS) Letter to Districts
Participating in the Study**

Letter to Districts Participating in the Study

[Date]

[Supt. Name]

[State DoE Name]

[Address]

[City, State Zip]

Dear Superintendent [TUDA District Superintendent Last name]:

Thank you for your interest in participating in the National Assessment of Educational Progress (NAEP) 2019 Middle School Transcript Study (MSTS). A list of all TUDA districts that volunteered to participate in the study is included with this letter.

As I noted in my (date interest letter sent) letter to you, administration costs for this study will be the responsibility of the National Center for Education Statistics (NCES). Procedures for administering the study will involve district staff assisting with transcript data collection, including the extraction, preparation, and submission of electronic data files. NAEP contractors will work to minimize the administrative burden on your district.

Staff from Westat, the NAEP sampling and data collection contractor, will contact your NAEP TUDA Coordinator to discuss the collection of district-level course catalogs and student transcripts. Since the MSTS data collection is covered as part of the NAEP data sharing agreement, no additional data sharing agreements should be needed.

My colleagues and I at NCES are looking forward to working with you on this new aspect of the NAEP assessment program.

Sincerely,

Peggy G. Carr, Ph.D.
Associate Commissioner
National Center for Education Statistics

cc: TUDA Coordinator

All of the information provided by participants may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose except as required by law (20 U.S.C. §9573 and 6 U.S.C. §151). By law, every NCES employee as well as every NCES agent, such as contractors and NAEP coordinators, has taken an oath and is subject to a jail term of up to 5 years, a fine of \$250,000, or both if he or she willfully discloses ANY identifiable information about participants. Electronic submission of participant's information will be monitored for viruses, malware, and other threats by Federal employees and contractors in accordance with the Cybersecurity Enhancement Act of 2015. The collected information will be combined across respondents to produce statistical reports.

Appendix D2-1-S-PR (Spanish version): NAEP 2019 Facts for Districts, Puerto Rico

NAEP 2019

Información para los distritos



National Assessment of Educational Progress

NAEP es una parte esencial de la educación en Estados Unidos y Puerto Rico.

- ▶ Los funcionarios electos, los legisladores y los educadores usan los resultados de NAEP para desarrollar maneras de mejorar la educación.
- ▶ NAEP es un proyecto autorizado por el Congreso y administrado por el Centro Nacional para Estadísticas de la Educación, parte del Departamento de Educación de Estados Unidos y el Instituto de Ciencias de la Educación.
- ▶ NAEP desempeña un papel diferente al de las evaluaciones estatales. Si bien cada estado tiene su propia y única evaluación, con diferentes estándares de contenido, la misma evaluación NAEP se administra en todos los estados, proporcionando una medida común de los logros de los estudiantes.
- ▶ Dependiendo del tipo de evaluación NAEP que se administre, los datos se pueden usar para comparar y entender el rendimiento de grupos demográficos en su estado, en el país y en otros estados. NAEP no está diseñada para recolectar o informar los resultados individuales de ningún estudiante, clase o escuela.
- ▶ A los estudiantes, maestros y directores que participan en NAEP se les pide que completen cuestionarios que proporcionan una mayor comprensión de las experiencias educativas y de los factores que podrían estar relacionados con el aprendizaje estudiantil.

“Los materiales informativos de la evaluación eran de fácil acceso y fáciles de entender. El representante de NAEP asignado a nuestra escuela nos dio mucho apoyo y conocía muy bien los protocolos de la evaluación y lo que nuestra escuela necesitaba hacer para estar bien preparados. El día de la evaluación, el equipo de NAEP estaba organizado y administró la evaluación de manera eficiente”.

- Ronda E. George, Subdirector, Noe Middle School, Louisville, KY

La Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés) es la evaluación continua y nacionalmente representativa más grande que mide lo que los estudiantes de nuestro país saben y pueden hacer en diferentes materias, tales como matemáticas, lectura, ciencias y escritura. Los resultados de NAEP se publican en un informe llamado la Libreta de Calificaciones de la Nación.

El personal del distrito desempeña un papel fundamental en NAEP. Los superintendentes y el personal del distrito pueden trabajar de cerca con los directores para explicarles a los profesores y estudiantes que van a participar la importancia de la evaluación. Cuando los estudiantes participan en NAEP y hacen su mejor esfuerzo, los resultados proporcionan la medición más exacta posible del rendimiento estudiantil en todo el país.

Los resultados se publicarán a nivel nacional, estatal y distrital para las evaluaciones de matemáticas de 4° y 8° grado.

El día de la evaluación los representantes de NAEP llevarán a las escuelas todos los materiales y equipos necesarios, incluyendo tabletas con teclados. Las escuelas únicamente tendrán que proporcionar un espacio para que los estudiantes tomen la evaluación, pupitres o mesas y una cantidad adecuada de enchufes eléctricos en el lugar de la evaluación; las escuelas no necesitan proporcionar acceso a Internet.



Para más información sobre NAEP, visite www.nces.ed.gov/nationsreportcard/puertorico.

Es importante saber que...

NAEP se administró por primera vez en 1969 para medir el rendimiento estudiantil a nivel nacional. En 1990, NAEP se administró a nivel estatal por primera vez. Actualmente se evalúa a los estudiantes de 4° y 8° grado a nivel nacional y estatal en matemáticas y lectura cada 2 años, y en otras materias de manera periódica.

NAEP es considerada el estándar de oro en evaluaciones debido a su alta calidad técnica. Desde el desarrollo de los marcos teóricos y las preguntas de la evaluación hasta la publicación de los resultados, NAEP representa las mejores ideas de especialistas de evaluación y de contenido, del personal estatal de educación y de maestros a nivel nacional. NAEP es un recurso confiable que mide el progreso estudiantil y que contribuye a informar la toma de decisiones sobre los lineamientos que ayudan a mejorar la educación de Estados Unidos y Puerto Rico.

NAEP informa los resultados de distintos grupos demográficos en vez de los resultados individuales de estudiantes o escuelas. En una escuela, solamente algunos de los estudiantes participan y sus respuestas se combinan con las de otros estudiantes participantes para producir los resultados. Las respuestas de los estudiantes en NAEP son confidenciales y la privacidad de cada escuela y estudiante participante es esencial.* Los nombres de los estudiantes participantes jamás salen de la escuela y no se vinculan con el folleto digital de evaluación después de que el estudiante la toma.

Un proceso de muestreo cuidadosamente diseñado garantiza que las escuelas y los estudiantes seleccionados para NAEP representen a todas las escuelas y estudiantes en Estados Unidos y Puerto Rico. Para asegurar que la muestra represente a todos los estudiantes de las escuelas del país, NAEP permite varios acomodos para estudiantes con impedimentos y estudiantes con limitaciones lingüísticas en español.

NAEP está diseñada de tal manera que la interrupción de la instrucción es mínima. A los estudiantes les toma aproximadamente 120 minutos completar las evaluaciones digitales, incluyendo el tiempo de transición, las instrucciones y el completar un cuestionario de contexto. Los maestros no tienen que preparar a sus estudiantes para que tomen la evaluación, pero sí deben motivarlos a que hagan su mejor esfuerzo. Los representantes de NAEP le brindan un gran apoyo a su escuela al trabajar con el coordinador escolar designado para organizar las actividades de la evaluación.

Visite la página web de NAEP en <https://nces.ed.gov/nationsreportcard/puertorico> para ver esta y más información.

El Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés) está autorizado por la Ley de autorización para la Evaluación Nacional del Progreso Educativo (20 U.S.C. §9622) para administrar NAEP y para recopilar los expedientes educativos de los estudiantes de agencias o instituciones educativas con el propósito de evaluar programas de educación apoyados por el gobierno federal bajo la Ley de Derechos Educativos y Privacidad Familiar (FERPA) (FERPA, 34 CFR §§ 99.31(a)(3)(iii) y 99.35). Toda la información que proporcionen los participantes podrá usarse únicamente con fines estadísticos y no podrá darse a conocer o usarse ni para identificarlos ni para cualquier otro propósito salvo aquel requerido legalmente (20 U.S.C. §9573 and 6 U.S.C. §151). Por ley, todos los empleados del Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés) al igual que todo representante del mismo, tales como contratistas y coordinadores de NAEP, han hecho un juramento y están sujetos a encarcelamiento hasta por 5 años, una multa de hasta \$250,000 dólares o ambas cosas, si intencionalmente dan a conocer CUALQUIER información de identificación de los participantes. El envío de información de los participantes por vía electrónica será monitoreado por empleados y contratistas federales para detectar virus, programas maliciosos (malware) y otras amenazas conforme a la Ley de Mejoramiento de la Seguridad Cibernética de 2015. La información recolectada se combinará para elaborar informes estadísticos.

Encuentrenos en: 

Esta publicación fue preparada para la Evaluación Nacional del Progreso Educativo por Hager Sharp bajo contrato (ED-ES-13-C-0025) para el Centro Nacional de Estadísticas de la Educación, Departamento de Educación de Estados Unidos.

Appendix D2-2-S-PR (Spanish version): NAEP 2019 Facts for Principals, Puerto Rico

NAEP 2019

Información general para los directores

4° y 8° grado  Matemáticas



National Assessment of Educational Progress

NAEP es una parte esencial de la educación de Estados Unidos y Puerto Rico.

- ▶ Los funcionarios electos, los legisladores y los educadores usan los resultados de NAEP para desarrollar maneras de mejorar la educación.
- ▶ NAEP es un proyecto autorizado por el Congreso y administrado por el Centro Nacional para Estadísticas de la Educación, parte del Departamento de Educación de Estados Unidos y el Instituto de Ciencias de la Educación.
- ▶ NAEP desempeña un papel diferente al de las evaluaciones estatales. Si bien cada estado tiene su propia y única evaluación, con diferentes estándares de contenido, la misma evaluación NAEP se administra en todos los estados, proporcionando una medida común de los logros de los estudiantes.
- ▶ Dependiendo del tipo de evaluación NAEP que se administre, los datos se pueden usar para comparar y entender el rendimiento de grupos demográficos en su estado, en el país y en otros estados. NAEP no está diseñada para recolectar o informar los resultados individuales de ningún estudiante, clase o escuela en particular.
- ▶ A los estudiantes, maestros y directores que participan en NAEP se les pide que completen cuestionarios que proporcionan una mayor comprensión de las experiencias educativas y de los factores que podrían estar relacionados con el aprendizaje estudiantil.

“Los representantes de NAEP fueron muy serviciales y dieron instrucciones específicas al administrar la evaluación. Su profesionalismo y conocimiento antes de la evaluación hicieron que los estudiantes tuvieran una experiencia positiva con NAEP”.

- Amneris Montalvo, Coordinador escolar de NAEP, Citrus Grove Middle School, Miami, FL

La Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés) es la evaluación continua y nacionalmente representativa más grande que mide lo que los estudiantes de nuestro país saben y pueden hacer en diferentes materias, tales como matemáticas, lectura, ciencias y escritura. Los resultados de NAEP se publican en un informe llamado la Libreta de Calificaciones de la Nación.

NAEP está diseñada de tal manera que la interrupción de la instrucción será mínima y los representantes de NAEP le brindarán un gran apoyo a su escuela en el día de la evaluación. Como directores, ustedes hacen una contribución importante al programa al seleccionar y facultar al coordinador escolar de NAEP, al reunirse con los maestros y estudiantes participantes y al animar a sus estudiantes a participar y a que hagan su mejor esfuerzo. Ustedes son aliados fundamentales para NAEP. Cuando los estudiantes participan en la evaluación y hacen su mejor esfuerzo, los resultados proporcionan la medición más exacta posible del rendimiento estudiantil en todo el país.

En el 2019, la evaluación de matemáticas de NAEP se administrará en tabletas a los estudiantes de 4° y 8° grado. El día de la evaluación los representantes de NAEP llevarán a las escuelas todos los materiales y equipos necesarios. Las escuelas únicamente tendrán que proporcionar un espacio para que los estudiantes tomen la evaluación, pupitres o mesas y una cantidad adecuada de enchufes eléctricos en el lugar de la evaluación; las escuelas no necesitan proporcionar acceso a Internet.



Para más información sobre NAEP, visite www.nces.ed.gov/nationsreportcard/puertorico.

Es importante saber que...

NAEP se administró por primera vez en 1969 para medir el rendimiento estudiantil a nivel nacional. En 1990, NAEP se administró a nivel estatal por primera vez. Actualmente se evalúa a los estudiantes de 4o y 8o grado a nivel nacional y estatal en matemáticas y lectura cada 2 años, y en otras materias de manera periódica.

NAEP es considerada el estándar de oro en evaluaciones debido a su alta calidad técnica. Desde el desarrollo de los marcos teóricos y las preguntas de la evaluación hasta la publicación de los resultados, NAEP representa las mejores ideas de especialistas de evaluación y de contenido, del personal estatal de educación y de maestros a nivel nacional. NAEP es un recurso confiable que mide el progreso estudiantil y que contribuye a informar la toma de decisiones sobre los lineamientos que ayudan a mejorar la educación de Estados Unidos y Puerto Rico.

NAEP informa los resultados de distintos grupos demográficos en vez de los resultados individuales de estudiantes o escuelas. En una escuela, solamente algunos de los estudiantes participan y sus respuestas se combinan con las de otros estudiantes participantes para producir los resultados. Las respuestas de los estudiantes en NAEP son confidenciales y la privacidad de cada escuela y estudiante participante es esencial.* Los nombres de los estudiantes participantes jamás salen de la escuela y no se vinculan con el folleto digital de evaluación después de que el estudiante la toma.

Un proceso de muestreo cuidadosamente diseñado garantiza que las escuelas y los estudiantes seleccionados para NAEP representan a todas las escuelas y estudiantes en Estados Unidos y Puerto Rico. Para asegurar que la muestra represente a todos los estudiantes de las escuelas del país, NAEP permite varios acomodos para estudiantes con impedimentos y estudiantes con limitaciones lingüísticas en español.

NAEP está diseñada de tal manera que la interrupción de la instrucción es mínima. A los estudiantes les toma aproximadamente 120 minutos completar las evaluaciones digitales, incluyendo el tiempo de transición, las instrucciones y el completar un cuestionario de contexto. Los maestros no tienen que preparar a sus estudiantes para que tomen la evaluación, pero sí deben motivarlos a que hagan su mejor esfuerzo. Los representantes de NAEP le brindan un gran apoyo a su escuela al trabajar con el coordinador escolar designado para organizar las actividades de la evaluación.

Visite la página web de NAEP en <https://nces.ed.gov/nationsreportcard/puertorico> para ver esta y más información.

El Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés) está autorizado por la Ley de autorización para la Evaluación Nacional del Progreso Educativo (20 U.S.C. §9622) para administrar NAEP y para recopilar los expedientes educativos de los estudiantes de agencias o instituciones educativas con el propósito de evaluar programas de educación apoyados por el gobierno federal bajo la Ley de Derechos Educativos y Privacidad Familiar (FERPA) (FERPA, 34 CFR §§ 99.31(a)(3)(iii) y 99.35). Toda la información que proporcionen los participantes podrá usarse únicamente con fines estadísticos y no podrá darse a conocer o usarse ni para identificarlos ni para cualquier otro propósito salvo aquel requerido legalmente (20 U.S.C. §9573 and 5 U.S.C. §151). Por ley, todos los empleados del Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés) al igual que todo representante del mismo, tales como contratistas y coordinadores de NAEP, han hecho un juramento y están sujetos a encarcelamiento hasta por 5 años, una multa de hasta \$250,000 dólares o ambas cosas, si intencionadamente dan a conocer CUALQUIER información de identificación de los participantes. El envío de información de los participantes por vía electrónica será monitoreado por empleados y contratistas federales para detectar virus, programas maliciosos (malware) y otras amenazas conforme a la Ley de Mejoramiento de la Seguridad Cibernética de 2015. La información recolectada se combinará para elaborar informes estadísticos.

Encuentrenos en: 

Esta publicación fue preparada para la Evaluación Nacional del Progreso Educativo por Hager Sharp bajo contrato (ED-IES-13-C-0025) para el Centro Nacional de Estadísticas de la Educación, Departamento de Educación de Estados Unidos.

Appendix D2-3-S-PR (Spanish version): NAEP 2019 Notification Letter from Chief State School Officer to District Superintendent, Puerto Rico

**Carta de notificación a comienzos de mayo sobre NAEP de 2019 del
SECRETARIO DE EDUCACIÓN AL SUPERINTENDENTE DE DISTRITO**

Se debe personalizar el texto en rojo antes de combinar la correspondencia. El **texto resaltado representa los campos que se deben combinar**

Estimado(a) **nombre del superintendente de su distrito**,

Me complace informarle que cantidad escuelas en su distrito han sido seleccionadas para participar en la administración de la Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés) de 2019. NAEP es la evaluación continua y nacionalmente representativa más grande acerca de lo que los estudiantes saben y pueden hacer en diferentes materias. NAEP es administrada por el Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés), que forma parte del Departamento de Educación de Estados Unidos. Las escuelas seleccionadas representan a escuelas en todo Puerto Rico y su participación brinda una idea precisa del rendimiento de los estudiantes. Distrito escolar desempeñará un papel importante al participar y sé que podemos contar con todo su apoyo para hacer de esta una experiencia significativa para sus escuelas y sus estudiantes.

A las escuelas seleccionadas se les notifica con anterioridad para que los directores programen en sus calendarios el período para la evaluación (del 28 de enero al 8 de marzo de 2019) y así incorporar a NAEP en el programa escolar planificado. Es posible que se seleccionen algunas escuelas adicionales del **Distrito escolar** en una fecha posterior; si esto sucede, su coordinador(a) de NAEP se comunicará con usted. A partir de **junio**, cada escuela recibirá su fecha de evaluación. Las escuelas pueden hablar con el coordinador(a) de NAEP si hay un conflicto con la fecha de evaluación programada.

La administración de NAEP 2019 incluirá un programa de la evaluación principal.

- Evaluación a nivel estatal
 - o 4° y 8° grado: matemáticas

NAEP le administrará la evaluación de matemáticas a estudiantes de 4° y 8° grado. Los estudiantes tomarán la evaluación en tabletas facilitadas por los representantes de NAEP. Los resultados se publicarán en la Libreta de calificaciones de la nación. Al igual que en años anteriores, los representantes de NAEP les brindarán un gran apoyo a las escuelas: ellos llevan todos los materiales y equipos necesarios, incluyendo las tabletas, y administran la evaluación.

Por favor, incluya el período para la evaluación (del 28 de enero al 8 de marzo de 2019) en el calendario de evaluaciones de su distrito. Puede encontrar información acerca de NAEP en los adjuntos detallados a continuación y en: <https://nces.ed.gov/nationsreportcard/puertorico>. **Ada Hernández**, nuestra Coordinadora de NAEP, se comunicará con su personal para darles más información.

Gracias por apoyar esta importante evaluación y por ayudarnos a alcanzar nuestra meta de participación al 100%.

Atentamente,

Doctora Julia Keleher

Adjunto(s): Lista de distritos escolares seleccionados para participar en NAEP
 Información para los distritos

CC: Director de la evaluación
 Director de evaluaciones distritales
 Coordinador(a) de NAEP

El Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés) está autorizado por la Ley de autorización para la Evaluación Nacional del Progreso Educativo (20 U.S.C. §9622) para administrar NAEP y para recopilar los expedientes educativos de los estudiantes de agencias o instituciones educativas con el propósito de evaluar programas de educación apoyados por el gobierno federal bajo la Ley de Derechos Educativos y Privacidad Familiar (FERPA) (FERPA, 34 CFR §§ 99.31(a)(3)(iii) y 99.35). Toda la información que proporcionen los participantes podrá usarse únicamente con fines estadísticos y no podrá darse a conocer o usarse ni para identificarlos ni para cualquier otro propósito salvo aquel requerido legalmente (20 U.S.C. §9573 and 6 U.S.C. §151). Por ley, todos los empleados del Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés) al igual que todo representante del mismo, tales como contratistas y coordinadores de NAEP, han hecho un juramento y están sujetos a encarcelamiento hasta por 5 años, una multa de hasta \$250,000 dólares o ambas cosas, si intencionadamente dan a conocer CUALQUIER información de identificación de los participantes. El envío de información de los participantes por vía electrónica será monitoreado por empleados y contratistas federales para detectar virus, programas maliciosos (malware) y otras amenazas conforme a la Ley de Mejoramiento de la Seguridad Cibernética de 2015. La información recolectada se combinará para elaborar informes estadísticos.

**Appendix D2-4-S-PR (Spanish version): NAEP 2019 Notification Letter from NAEP
State Coordinator to School Principal, Puerto Rico**

**Carta de información de la evaluación NAEP de 2019 a inicios de otoño
DEL COORDINADOR DE NAEP A LOS DIRECTORES**

Se debe personalizar el texto en rojo antes de combinar la correspondencia, **el texto resaltado** representa los campos que se deben combinar.

Estimado(a) **nombre del director(a)**:

Al final del año escolar le notifiqué a **nombre de la escuela** que fue elegida para participar en la Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés). Por medio de la presente quiero darle información adicional acerca de la próxima evaluación.

Para prepararse para la evaluación, por favor:

- Incluya la fecha de la evaluación NAEP, **fecha de la evaluación**, en el calendario de su escuela.
- Revise el documento adjunto *Responsabilidades del coordinador escolar: Guía de MyNAEP* y designe a un coordinador(a) escolar de NAEP que sea la persona de contacto para todas las actividades de NAEP en su escuela. **Dele la carpeta adjunta al coordinador(a) escolar designado para NAEP.** El coordinador(a) escolar debe:
 - ✓ **saber recopilar la información de los estudiantes**, por ejemplo, fechas de nacimiento, información demográfica y si algún estudiante se ha dado de baja;
 - ✓ **saber usar una computadora**, ya que algunas de las actividades en preparación para la evaluación se completarán por Internet; y
 - ✓ **familiarizarse con la manera en que los estudiantes participan en evaluaciones estatales.**

Un representante de NAEP que se encarga de administrar la evaluación se comunicará con su coordinador(a) escolar a principios de diciembre. Durante la evaluación, agradeceríamos la presencia de un miembro del personal de la escuela como observador en cada sesión. La presencia de un miembro del personal puede tener un impacto positivo en la motivación y el desempeño de los estudiantes.

Nuevamente, quiero expresarle mi agradecimiento por su ayuda con esta importante evaluación de nuestros estudiantes. Nuestra secretaria de educación, la **doctora Julia Keleher**, apoya NAEP y anima a sus estudiantes a que participen.

Espero colaborar con usted y con su coordinador(a) escolar para asegurar la exitosa administración de NAEP de 2019. Si desea acceder al sitio Web MyNAEP (www.mynaep.com/es-pr/), por favor, regístrese con este número de identificación: **N° de registro de MyNAEP**. MyNAEP es un sitio protegido, por lo cual debe crear su propia contraseña. Si tiene alguna pregunta, por favor comuníquese conmigo al **número de teléfono** o por correo electrónico a **correo electrónico**.

Atentamente,

Coordinador de NAEP

Adjunto(s): Carpeta de NAEP para el coordinador(a) escolar, incluye lo siguiente:
 Carta a su coordinador(a) escolar
 Responsabilidades del coordinador escolar: Guía de MyNAEP
 Instrucciones para registrarse en MyNAEP
 Carta de notificación a los padres, madres o tutores

El Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés) está autorizado por la Ley de autorización para la Evaluación Nacional del Progreso Educativo (20 U.S.C. §9622) para administrar NAEP y para recopilar los expedientes educativos de los estudiantes de agencias o instituciones educativas con el propósito de evaluar programas de educación apoyados por el gobierno federal bajo la Ley de Derechos Educativos y Privacidad Familiar (FERPA) (FERPA, 34 CFR §§ 99.31(a)(3)(iii) y 99.35). Toda la información que proporcionen los participantes podrá usarse únicamente con fines estadísticos y no podrá darse a conocer o usarse ni para identificarlos ni para cualquier otro

propósito salvo aquel requerido legalmente (20 U.S.C. §9573 and 6 U.S.C. §151). Por ley, todos los empleados del Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés) al igual que todo representante del mismo, tales como contratistas y coordinadores de NAEP, han hecho un juramento y están sujetos a encarcelamiento hasta por 5 años, una multa de hasta \$250,000 dólares o ambas cosas, si intencionadamente dan a conocer CUALQUIER información de identificación de los participantes. El envío de información de los participantes por vía electrónica será monitoreado por empleados y contratistas federales para detectar virus, programas maliciosos (malware) y otras amenazas conforme a la Ley de Mejoramiento de la Seguridad Cibernética de 2015. La información recolectada se combinará para elaborar informes estadísticos.

Appendix D2-5-S-PR (Spanish version): NAEP 2019 Assessment Details Letter
NAEP State Coordinator to Principals, Puerto Rico

**Carta de notificación de mayo sobre NAEP de 2019 del
DEL COORDINADOR(A) DE NAEP AL DIRECTOR(A) DE LA ESCUELA: Para la muestra estatal de matemáticas de 4° y
8° grado**

Se debe personalizar el texto en rojo antes de combinar la correspondencia; el texto resaltado representa los campos que se deben combinar

Estimado(a) director(a),

Me complace informarle que **nombre de la escuela** ha sido seleccionada para representar a las escuelas de Puerto Rico y el país mediante su participación en la administración de la Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés) de 2019. NAEP es la evaluación continua y nacionalmente representativa más grande acerca de lo que los estudiantes saben y pueden hacer en diferentes materias. NAEP es administrada por el Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés), que forma parte del Departamento de Educación de Estados Unidos. Como parte del programa NAEP de 2019, los estudiantes participarán en una evaluación de matemáticas. Los resultados se publicarán en la Libreta de calificaciones de la nación.

De momento, solo le escribo para notificarle acerca de la evaluación. En **junio** le enviaré la fecha de la misma. Si hay algún conflicto con la fecha para su escuela, trabajaremos juntos para encontrar una fecha alternativa. Nuestro objetivo es programar la evaluación antes del inicio del año escolar para que así pueda incluir la fecha de la evaluación en su calendario escolar del año 2018-2019.

A inicios del año escolar, le mandaré información detallada sobre la evaluación y le pediré que identifique a un coordinador(a) de la escuela y que envíe información adicional. Los representantes de NAEP le proporcionarán bastante apoyo a su escuela, administrarán la evaluación y llevarán todos los materiales y equipos, incluyendo las tabletas en las que los estudiantes toman la evaluación. A continuación se describe la evaluación de manera general:

- **Materia:** matemáticas
- **Grado:** **4° u 8°**
- **Sesión en la tableta:** una sesión de aproximadamente 25 estudiantes. La sesión durará aproximadamente 120 minutos (incluyendo el tiempo de transición, las instrucciones y completar el cuestionario de contexto).
- **Administrador de la evaluación:** representantes de NAEP
- **Período de evaluación:** entre el 28 de enero y el 8 de marzo de 2019

Puede encontrar información acerca de NAEP en los adjuntos detallados a continuación y en: <https://nces.ed.gov/nationsreportcard/participating/schools.aspx>. Si tiene preguntas, por favor comuníquese conmigo llamando al **número de teléfono** o por correo electrónico a **correo electrónico**.

Nuestra secretaria de educación, la doctora Julia Keleher, y el superintendente de su distrito, **nombre**, apoyan a NAEP y cuentan con la participación de su escuela. Sabemos que podemos contar con su colaboración para alcanzar nuestra meta de participación al 100%.

Atentamente,

Coordinador de NAEP

Adjunto(s): *Información general para los directores*

CC: Director de evaluaciones distritales

El Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés) está autorizado por la Ley de autorización para la Evaluación Nacional del Progreso Educativo (20 U.S.C. §9622) para administrar NAEP y para recopilar los expedientes educativos de los estudiantes de agencias o instituciones educativas con el propósito de evaluar programas de educación apoyados por el gobierno federal bajo la Ley de Derechos Educativos y Privacidad Familiar (FERPA) (FERPA, 34 CFR §§ 99.31(a)(3)(iii) y 99.35). Toda la información que proporcionen los participantes podrá usarse únicamente con fines estadísticos y no podrá darse a conocer o usarse ni para identificarlos ni para cualquier otro propósito salvo aquel requerido legalmente (20 U.S.C. §9573 and 6 U.S.C. §151). Por ley, todos los empleados del Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés) al igual que todo representante del mismo, tales como contratistas y coordinadores de NAEP, han hecho un juramento y están sujetos a encarcelamiento hasta por 5 años, una multa de hasta \$250,000 dólares o ambas cosas, si intencionadamente dan a conocer CUALQUIER información de identificación de los participantes. El envío de información de los participantes por vía electrónica será monitoreado por empleados y contratistas federales para detectar virus, programas maliciosos (malware) y otras amenazas conforme a la Ley de Mejoramiento de la Seguridad Cibernética de 2015. La información recolectada se combinará para elaborar informes estadísticos.

Appendix D2-6-S-PR (Spanish version): NAEP 2019 Assessment Details Letter
NAEP State Coordinator to School Coordinators, Puerto Rico

Carta de información de la evaluación NAEP de 2019 a inicios de otoño
DEL COORDINADOR ESTATAL DE NAEP A LOS COORDINADORES ESCOLARES
Se debe personalizar el texto en **rojo** antes de combinar la correspondencia, **el texto resaltado** representa los campos que se deben combinar.

Estimado(a) coordinador escolar:

Bienvenido a la Evaluación Nacional del Progreso Educativo (NAEP) de 2019. Espero trabajar con usted para coordinar la evaluación NAEP en su escuela. Una muestra de sus estudiantes de **grado** tomarán la evaluación de matemáticas el **fecha de la evaluación**.

Como coordinador(a) escolar, usted tendrá varias responsabilidades que son fundamentales para hacer de NAEP un éxito. El sitio web MyNAEP está diseñado para ayudarle con estas responsabilidades. El programa de actividades a continuación indica cuándo tendrá que completar las secciones específicas de MyNAEP.

- **Agosto–septiembre:** Regístrese en www.mynaep.com/es-pr/ con el siguiente número de identificación: **N° de registro de MyNAEP**. Responda las preguntas en la sección **Proporcionar información de la escuela** antes del **fecha**. Si desea instrucciones, consulte el documento adjunto *Responsabilidades del coordinador escolar: Guía de MyNAEP*.
- **Diciembre–enero:** Un representante asignado de NAEP, encargado de administrar la evaluación, se comunicará con usted a principios de diciembre. En ese momento, el representante ingresará al sitio web MyNAEP y hablará con usted acerca de las tareas resaltadas a continuación.
 - Proporcionar información acerca de los estudiantes con impedimentos y de los estudiantes con limitaciones lingüísticas en español (EI/ELLE) para que los administradores de la evaluación puedan planificar los acomodos apropiados.
 - Notificar a los padres o tutores que sus hijos fueron seleccionados para la evaluación. Se **adjunta** una muestra de la carta de notificación a los padres, madres o tutores y ésta estará disponible en el sitio de MyNAEP para que pueda personalizarla e imprimirla en el membrete de su escuela.
 - Programar las sesiones de evaluación y reservar el espacio en su escuela. El equipo de NAEP transportará maletines pesados con las tabletas y otros materiales; por favor, seleccione espacios para la evaluación en un primer piso o que sean accesibles por ascensor.
 - Actualizar la lista de estudiantes para agregar a estudiantes nuevos que se hayan matriculado desde el otoño. NAEP seleccionará una muestra al azar de este grupo para garantizar que todos los estudiantes tengan la oportunidad de ser seleccionados para NAEP.
 - Participar en una llamada de revisión antes de la evaluación con su representante de NAEP asignado. Durante esta llamada, revisarán y verificarán los detalles de la evaluación.
- **Una semana antes de la evaluación:** vaya a la sección **Apoyar las actividades de la evaluación** y notifique a los maestros con anticipación para que sepan cuándo deben dejar salir a los estudiantes.
- **Después de la evaluación:** guarde todos los materiales impresos hasta la fecha anotada en el sobre de almacenamiento de NAEP. Destruya todos los materiales después de la fecha especificada.

Durante la evaluación, agradeceríamos la presencia de un miembro de la escuela en cada sesión. La presencia de un miembro del personal puede tener un impacto positivo en la motivación y el rendimiento de los estudiantes.

El documento adjunto, *Responsabilidades del coordinador(a) escolar: Guía de MyNAEP*, le brinda más información acerca de sus responsabilidades. Puede encontrar información adicional sobre NAEP en https://nces.ed.gov/nationsreportcard/puertorico/default_sp.aspx.

Le agradecemos de antemano su cooperación y esfuerzo para ayudarnos a coordinar esta importante evaluación. Si tiene alguna pregunta, por favor no dude en contactarme al **número de teléfono** o por correo electrónico a **correo electrónico**.

Atentamente,

Coordinador de NAEP

Adjunto(s): Carpeta de NAEP, incluye lo siguiente:
Responsabilidades del coordinador escolar: Guía de MyNAEP
Carta de notificación a los padres, madres o tutores
Instrucciones para registrarse en MyNAEP

El Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés) está autorizado por la Ley de autorización para la Evaluación Nacional del Progreso Educativo (20 U.S.C. §9622) para administrar NAEP y para recopilar los expedientes educativos de los estudiantes de agencias o instituciones educativas con el propósito de evaluar programas de educación apoyados por el gobierno federal bajo la Ley de Derechos Educativos y Privacidad Familiar (FERPA) (FERPA, 34 CFR §§ 99.31(a)(3)(iii) y 99.35). Toda la información que proporcionen los participantes podrá usarse únicamente con fines estadísticos y no podrá darse a conocer o usarse ni para identificarlos ni para cualquier otro propósito salvo aquel requerido legalmente (20 U.S.C. §9573 and 6 U.S.C. §151). Por ley, todos los empleados del Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés) al igual que todo representante del mismo, tales como contratistas y coordinadores de NAEP, han hecho un juramento y están sujetos a encarcelamiento hasta por 5 años, una multa de hasta \$250,000 dólares o ambas cosas, si intencionadamente dan a conocer CUALQUIER información de identificación de los participantes. El envío de información de los participantes por vía electrónica será monitoreado por empleados y contratistas federales para detectar virus, programas maliciosos (malware) y otras amenazas conforme a la Ley de Mejoramiento de la Seguridad Cibernética de 2015. La información recolectada se combinará para elaborar informes estadísticos.

**Appendix D2-7-S-PR (Spanish version): NAEP 2019 Save-the-Date Letter from
NAEP Coordinator to School Principals, Puerto Rico**

**Carta de notificación para reservar la fecha para NAEP de 2019 del
COORDINADOR ESTATAL DE NAEP A LOS DIRECTORES DE LAS ESCUELAS – Puerto Rico**
Se debe personalizar el texto en rojo antes de combinar la correspondencia; el texto resaltado representa los campos que se deben combinar

¡Apúntelo en el calendario! NAEP se va a realizar el (fecha de la evaluación).

Estimado(a) director(a):

En el mes de mayo, le notifiqué que su escuela fue elegida para participar en la administración de la Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés) de 2019. La presente carta contiene la fecha de evaluación programada para su escuela.

Los estudiantes de (4° u 8°) grado de su escuela tomarán la evaluación el (fecha de la evaluación). Por favor, agregue la fecha de evaluación programada a su calendario escolar del año 2018-2019. Se seleccionarán unos (número aproximado de la muestra de estudiantes) estudiantes de su escuela para participar, pero ese número cambiará dependiendo de la cantidad real de estudiantes matriculados en el otoño de 2018. La evaluación tomará aproximadamente 120 minutos para la mayoría de estudiantes, incluyendo el tiempo de transición, las instrucciones y el contestar un cuestionario de contexto. Los representantes de NAEP les brindarán un gran apoyo a las escuelas, llevarán todos los materiales y equipos necesarios y realizarán la evaluación.

Si tiene preguntas o un conflicto con la fecha de evaluación programada, me puede llamar al (número de teléfono) o puede enviarme un correo electrónico a (dirección de correo electrónico) antes del (fecha). Le enviaré más información acerca de la preparación para la evaluación al comienzo del año escolar.

NAEP es un indicador común de los logros estudiantiles en todo el país y se usa para informar políticas y prácticas educativas. Las escuelas y los estudiantes desempeñan un papel importante para asegurar que los resultados de NAEP sean veraces. Nuestra meta es la participación al 100% en esta importante evaluación y sabemos que podemos contar con usted para alcanzar esta meta.

Atentamente,

Coordinador(a) estatal de NAEP

CC: Coordinador(a) distrital de evaluaciones

Adjunto(s): NAEP EN SU ESCUELA 2019

El Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés) está autorizado por la Ley de autorización para la Evaluación Nacional del Progreso Educativo (20 U.S.C. §9622) para administrar NAEP y para recopilar los expedientes educativos de los estudiantes de agencias o instituciones educativas con el propósito de evaluar programas de educación apoyados por el gobierno federal bajo la Ley de Derechos Educativos y Privacidad Familiar (FERPA) (FERPA, 34 CFR §§ 99.31(a)(3)(iii) y 99.35). Toda la información que proporcionen los participantes podrá usarse únicamente con fines estadísticos y no podrá darse a conocer o usarse ni para identificarlos ni para cualquier otro propósito salvo aquel requerido legalmente (20 U.S.C. §9573 and 6 U.S.C. §151). Por ley, todos los empleados del Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés) al igual que todo representante del mismo, tales como contratistas y coordinadores de NAEP, han hecho un juramento y están sujetos a encarcelamiento hasta por 5 años, una multa de hasta \$250,000 dólares o ambas cosas, si intencionadamente dan a conocer CUALQUIER información de identificación de los participantes. El envío de información de los participantes por vía electrónica será monitoreado por empleados y contratistas federales para detectar virus, programas maliciosos (malware) y otras amenazas conforme a la Ley de Mejoramiento de la Seguridad Cibernética de 2015. La información recolectada se combinará para elaborar informes estadísticos.

Appendix D2-9-S & S-PR (Spanish version): NAEP in Your School 2019

NAEP 2019 en su escuela – Puerto Rico

4° y 8° grado



Matemáticas



National Assessment of
Educational Progress

¿Qué es NAEP?

La Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés) es un indicador fundamental del rendimiento de los estudiantes en Estados Unidos y Puerto Rico.

- ▶ NAEP, que se administró por primera vez en 1969, es la evaluación continua y nacionalmente representativa de lo que los estudiantes de nuestro país saben y pueden hacer en varias materias como matemáticas, lectura, ciencias y escritura.
- ▶ Las escuelas y los estudiantes que participan en NAEP representan a las escuelas y a los estudiantes de todo el país.
- ▶ NAEP es considerada el estándar de oro en materia de evaluaciones debido a su alta calidad técnica. Desde el desarrollo de los marcos teóricos y las preguntas hasta la publicación de los resultados, NAEP representa las mejores ideas de especialistas de evaluación y de contenido, del personal estatal de educación y de maestros a nivel nacional.
- ▶ NAEP proporciona una medida común del progreso académico en el país a lo largo del tiempo. Los resultados se publican en un informe conocido como La Libreta de Calificaciones de la Nación.

Entre el 28 de enero y el 8 de marzo de 2019 se administrará la evaluación de matemáticas de NAEP en tabletas a una muestra de estudiantes de cuarto y octavo grado en Puerto Rico.

Conforme a la Ley de Educación Primaria y Secundaria, los distritos y estados que reciban financiación del Título I deben participar en las evaluaciones de matemáticas de NAEP para 4° y 8° grado que se realizan cada dos años.

Los maestros, directores escolares, padres de familia, legisladores e investigadores usan los resultados de NAEP para evaluar el progreso de los estudiantes en varias materias y para desarrollar métodos que mejoren la educación en Estados Unidos.

¿Cómo se lleva a cabo?

A los estudiantes les toma aproximadamente 120 minutos completar la evaluación, incluyendo el tiempo de transición, las instrucciones y contestar un cuestionario de contexto. El objetivo del cuestionario es proporcionar una mayor comprensión de las experiencias y oportunidades educativas que tienen los estudiantes para aprender tanto dentro como fuera del aula escolar.

El director de la escuela y los maestros de 4° y 8° grado también contestarán un cuestionario. Estos cuestionarios están diseñados para proporcionar información contextual para los resultados de la evaluación, al igual que información acerca de los factores que podrían estar relacionados con el aprendizaje de los estudiantes. El director y los maestros tendrán la oportunidad de decidir si quieren recibir datos preliminares de las respuestas del cuestionario en todo el país.

Se recopilará información adicional sobre la participación de los estudiantes con impedimentos y de los estudiantes con limitaciones lingüísticas en español y los acomodos que recibirán.



Para más información sobre NAEP, visite
www.nces.ed.gov/nationsreportcard/puertorico.

Es importante saber...

I. Quien sera el responsable de la coordinacion y administracion de NAEP?

Su Coordinador(a) Estatal de NAEP, los representantes de NAEP y el personal de la escuela trabajaran en equipo para coordinar y administrar la evaluacion. Usted debera designar a un miembro del personal de su escuela para que sea el **coordinador(a) escolar** y el contacto principal para la evaluacion. Esta persona debe:

estar familiarizada con la manera en que los estudiantes participan en evaluaciones estatales;
y dominar el uso de una computadora para recopilar e ingresar la informacion de los estudiantes por Internet.

El Coordinador(a) Estatal de NAEP trabaja en su Departamento de Educacion estatal y se encargara de:

trabajar con las escuelas para confirmar la fecha de la evaluacion;
comunicarse con los directores escolares sobre la importancia de NAEP y la participacion de los estudiantes;
proporcionarles a las escuelas las instrucciones para que preparen una lista de estudiantes de cuarto y octavo grade, e informacion para que notifiquen a los padres de los estudiantes participantes;
orientar a las escuelas sobre como incluir a estudiantes con impedimentos y a estudiantes con limitaciones linguisticas en español;
y responder a las preguntas de la comunidad escolar durante el periodo de evaluacion.

Los representantes de NAEP, empleados por un contratista del Departamento de Educacion de Estados Unidos para que trabajen directamente con las escuelas, se encargaran de:

seleccionar una muestra aleatoria de la lista de estudiantes de cuarto y octavo grade que proporcione la escuela;
verificar la informacion que el coordinador(a) escolar haya proporcionado en el sitio web MyNAEP, el cual sera la principal fuente de informacion y centro de actividades durante el proceso de evaluacion de NAEP;
trabajar con el coordinador(a) escolar para finalizar la logistica de la evaluacion;
el dia de la evaluacion, llevar todos los materiales a la escuela;
y administrar la evaluacion.

Cada director se encargara de:

designar a un miembro del personal de la escuela para ser el coordinador(a) escolar;
incluir la evaluacion NAEP en el calendario escolar;
facultar al coordinador(a) escolar designado para que trabaje con el representante de NAEP y con el Coordinador(a) Estatal de NAEP en la preparacion para la evaluacion;
e informar al personal de la escuela y a los estudiantes sobre NAEP y el por que su participacion es sumamente importante.

El coordinador escolar se encargara de:

confirmar la fecha programada para la evaluacion con el Coordinador(a) Estatal de NAEP;
registrarse en el sitio web MyNAEP y proporcionar informacion acerca de la escuela;
usar el sitio web MyNAEP para prepararse para la evaluacion;
notificar a los padres de familia acerca de la evaluacion (se proporcionara mas informacion sobre como completar esta tarea);
comunicarse con el representante de NAEP y participar en una llamada de revision previa a la evaluacion para finalizar los preparativos;
reservar el espacio para la evaluacion, incluyendo un salon(es), pupitres o mesas y una cantidad adecuada de enchufes electricos en el lugar de la evaluacion (la escuela no tendra que facilitar acceso a Internet);
y colaborar con el personal de la escuela para asegurar una tasa alta de participacion estudiantil.

Al comienzo del ano escolar se enviara informacion detallada acerca de las responsabilidades del coordinador escolar.

El Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés) está autorizado por la Ley de autorización para la Evaluación Nacional del Progreso Educativo (20 U.S.C. §9622) para administrar NAEP y para recopilar los expedientes educativos de los estudiantes de agencias o instituciones educativas con el propósito de evaluar programas de educación apoyados por el gobierno federal bajo la Ley de Derechos Educativos y Privacidad Familiar (FERPA) (FERPA, 34 CFR §§ 99.31(a)(3)(ii) y 99.35). Toda la información que proporcionen los participantes podrá usarse únicamente con fines estadísticos y no podrá darse a conocer o usarse ni para identificarlos ni para cualquier otro propósito salvo aquel requerido legalmente (20 U.S.C. §9573 and 6 U.S.C. §151). Por ley, todos los empleados del Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés) al igual que todo representante del mismo, tales como contratistas y coordinadores de NAEP, han hecho un juramento y están sujetos a encarcelamiento hasta por 5 años, una multa de hasta \$250,000 dólares o ambas cosas, si intencionalmente dan a conocer CUALQUIER información de identificación de los participantes. El envío de información de los participantes por vía electrónica será monitoreado por empleados y contratistas federales para detectar virus, programas maliciosos (malware) y otras amenazas conforme a la Ley de Mejoramiento de la Seguridad Cibernética de 2015. La información recolectada se combinará para elaborar informes estadísticos.

Encuentrenos en:

Esta publicación fue preparada para la Evaluación Nacional del Progreso Educativo por Hager Sharp bajo contrato (ED-IES-13-C-0025) para el Centro Nacional de Estadísticas de la Educación, Departamento de Educación de Estados Unidos.

**Appendix D2-11-S (Spanish version): NAEP 2019 Parent/Guardian Notification
Letter, Private School– U.S. Spanish Speaking Populations**

**CARTA DE NOTIFICACIÓN A LOS PADRES O TUTORES PARA ESCUELAS PRIVADAS SOBRE NAEP
DE 2019**

Evaluaciones de matemáticas, lectura y ciencias para 4° y 8° grado

(School Letterhead)

(Insert Date Here)

Estimado(a) padre, madre o tutor:

Nos complace informarle que (school name) ha sido seleccionada para representar a las escuelas privadas de la nación al participar en la Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés) el (date). NAEP es la evaluación continua y nacionalmente representativa más grande acerca de lo que los estudiantes en escuelas públicas y privadas saben y pueden hacer en diferentes materias. NAEP es administrada por el Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés), parte del Departamento de Educación de Estados Unidos. NAEP es diferente de las evaluaciones estatales y escolares ya que ofrece una medida común de los logros estudiantiles en todo el país. Los resultados se publican en un informe llamado La Libreta de Calificaciones de la Nación, el cual les proporciona información a los educadores, padres, legisladores y al público acerca de los logros de los estudiantes.

Su hijo(a) (tomará/posiblemente tome) una evaluación de una de las siguientes materias: matemáticas, lectura o ciencias. Además de las preguntas sobre la materia, los estudiantes contestan los cuestionarios de contexto de NAEP de manera voluntaria. Los cuestionarios proporcionan información valiosa acerca de las experiencias y oportunidades educativas de los estudiantes participantes tanto dentro como fuera del aula de clases. Puede encontrar más información acerca de los cuestionarios de NAEP en <https://nces.ed.gov/nationsreportcard/parents/spanish.aspx> en la sección “¿Qué se le preguntará a su hijo(a)?”

La evaluación toma aproximadamente 120 minutos para la mayoría de los estudiantes.

La información recolectada se utiliza únicamente con fines estadísticos.

- Las calificaciones de su hijo(a) no se verán afectadas.
- Los estudiantes pueden ser excusados por cualquier motivo, no están obligados a completar la evaluación y pueden dejar de responder cualquier pregunta.
- Aunque la evaluación es voluntaria, NAEP depende de la participación de los estudiantes para ayudarles a los legisladores a mejorar la educación. No obstante, si no desea que su hijo(a) participe, por favor, notifíqueme por escrito antes del (date).

No es necesario estudiar en preparación para NAEP, pero anime a su hijo(a) a que haga su mejor esfuerzo. Un folleto que explica lo que la participación en NAEP significa para usted y para su hijo(a) está disponible en:

<https://nces.ed.gov/nationsreportcard/pdf/parents/2012575.pdf>. Si tiene alguna pregunta, comuníquese con (name) al (telephone number) o por correo electrónico a (email address). Para obtener información adicional acerca de la participación de las escuelas privadas en NAEP vaya a http://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx

Nos entusiasma que nuestra escuela participe en NAEP. Sabemos que los estudiantes de (school name) demostrarán lo que los estudiantes de escuelas privadas en nuestro país saben y pueden hacer.

Atentamente,

Director(a) de escuela

* El Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés) está autorizado por la Ley de autorización para la Evaluación Nacional del Progreso Educativo (20 U.S.C. §9622) para administrar NAEP y para recopilar los expedientes educativos de los estudiantes de agencias o instituciones educativas con el propósito de evaluar programas de educación apoyados por el gobierno federal bajo la Ley de Derechos Educativos y Privacidad Familiar (FERPA) (FERPA, 34 CFR §§ 99.31(a)(3)(iii) y 99.35). Toda la información que proporcionen los participantes podrá usarse únicamente con fines estadísticos y no podrá darse a conocer o usarse ni para identificarlos ni para cualquier otro propósito salvo aquel requerido legalmente (20 U.S.C. §9573 y 6 U.S.C. §151). Por ley, todos los empleados del Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés) al igual que todo representante del mismo, tales como contratistas y coordinadores de NAEP, han hecho un juramento y están sujetos a encarcelamiento hasta por 5 años, una multa de hasta \$250,000 dólares o ambas cosas, si intencionadamente dan a conocer CUALQUIER información de identificación de los participantes. El envío de información de los participantes por vía electrónica será monitoreado por empleados y contratistas federales para detectar virus, programas maliciosos (malware) y otras amenazas conforme a la Ley de Mejoramiento de la Seguridad Cibernética de 2015. La información recolectada se combinará para elaborar informes estadísticos

**CARTA DE NOTIFICACIÓN A LOS PADRES O TUTORES PARA ESCUELAS PRIVADAS SOBRE NAEP
DE 2019**

Evaluaciones de matemáticas y lectura para 4º y 8º grado

(School Letterhead)

(Insert Date Here)

Estimado(a) padre, madre o tutor:

Nos complace informarle que (school name) ha sido seleccionada para representar a las escuelas privadas de la nación al participar en la Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés) el (date). NAEP es la evaluación continua y nacionalmente representativa más grande acerca de lo que los estudiantes en escuelas públicas y privadas saben y pueden hacer en diferentes materias. NAEP es administrada por el Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés), parte del Departamento de Educación de Estados Unidos. NAEP es diferente de las evaluaciones estatales y escolares ya que ofrece una medida común de los logros estudiantiles en todo el país. Los resultados se publican en un informe llamado La Libreta de Calificaciones de la Nación, el cual les proporciona información a los educadores, padres, legisladores y al público acerca de los logros de los estudiantes.

Su hijo(a) (tomará/posiblemente tome) una evaluación de matemáticas o de lectura. Además de las preguntas sobre la materia, los estudiantes contestan los cuestionarios de contexto de NAEP de manera voluntaria. Los cuestionarios proporcionan información valiosa acerca de las experiencias y oportunidades educativas de los estudiantes participantes tanto dentro como fuera del aula de clases. Como parte del Estudio Nacional de Educación Indígena (NIES, por sus siglas en inglés) de 2019, es posible que a los estudiantes indígenas americanos y nativos de Alaska se les hagan preguntas adicionales como parte del cuestionario del estudiante durante la evaluación. Las preguntas se personalizan de acuerdo a las experiencias educativas y a las oportunidades que tienen los estudiantes para aprender sobre su cultura y sus tradiciones. Puede encontrar más información acerca de los cuestionarios de NAEP en <https://nces.ed.gov/nationsreportcard/parents/spanish.aspx> en la sección “¿Qué se le preguntará a su hijo(a)?”

La evaluación toma aproximadamente 120 minutos para la mayoría de los estudiantes.

La información recolectada se utiliza únicamente con fines estadísticos.

- Las calificaciones de su hijo(a) no se verán afectadas.
- Los estudiantes pueden ser excusados por cualquier motivo, no están obligados a completar la evaluación y pueden dejar de responder cualquier pregunta.
- Aunque la evaluación es voluntaria, NAEP depende de la participación de los estudiantes para ayudarles a los legisladores a mejorar la educación. No obstante, si no desea que su hijo(a) participe, por favor, notifíqueme por escrito antes del (date).

No es necesario estudiar en preparación para NAEP, pero anime a su hijo(a) a que haga su mejor esfuerzo. Un folleto que explica lo que la participación en NAEP significa para usted y para su hijo(a) está disponible en:

<https://nces.ed.gov/nationsreportcard/pdf/parents/2012575.pdf>. Si tiene alguna pregunta, comuníquese con (name) al (telephone number) o por correo electrónico a (email address). Para obtener información adicional acerca de la participación de las escuelas privadas en NAEP vaya a https://nces.ed.gov/nationsreportcard/participating/private_nonpublic.aspx

Nos entusiasma que nuestra escuela participe en NAEP. Sabemos que los estudiantes de (school name) demostrarán lo que los estudiantes de escuelas privadas en nuestro país saben y pueden hacer.

Atentamente,

Director(a) de escuela

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**CARTA DE NOTIFICACIÓN A LOS PADRES O TUTORES PARA ESCUELAS PRIVADAS SOBRE NAEP
DE 2019**

Evaluaciones de matemáticas, lectura y ciencias para 12° grado

(School Letterhead)

(Insert Date Here)

Estimado(a) padre, madre o tutor:

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Su hijo(a) (tomará/posiblemente tome) una evaluación de una de las siguientes materias: matemáticas, lectura o ciencias. Además de las preguntas sobre la materia, los estudiantes contestan los cuestionarios de contexto de NAEP de manera voluntaria. Los cuestionarios proporcionan información valiosa acerca de las experiencias y oportunidades educativas de los estudiantes participantes tanto dentro como fuera del aula de clases. Puede encontrar más información acerca de los cuestionarios de NAEP en <https://nces.ed.gov/nationsreportcard/parents/spanish.aspx> en la sección “¿Qué se le preguntará a su hijo(a)?”

La evaluación toma aproximadamente 120 minutos para la mayoría de los estudiantes.

La información recolectada se utiliza únicamente con fines estadísticos.

- Las calificaciones de su hijo(a) no se verán afectadas.
- Los estudiantes pueden ser excusados por cualquier motivo, no están obligados a completar la evaluación y pueden dejar de responder cualquier pregunta.
- Aunque la evaluación es voluntaria, NAEP depende de la participación de los estudiantes para ayudarles a los legisladores a mejorar la educación. No obstante, si no desea que su hijo(a) participe, por favor, notifíqueme por escrito antes del (date).

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Atentamente,

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Appendix D2-12-S & S-PR (Spanish version): NAEP 2019 Parent /Guardian
Notification Letter, Public School– U.S. Spanish Speaking Populations

CARTA DE NOTIFICACIÓN A LOS PADRES O TUTORES SOBRE NAEP DE 2019
Evaluaciones de matemáticas, lectura y ciencias para 4º y 8º grado
(School Letterhead)

(Insert Date Here)

Estimado(a) padre, madre o tutor:

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Su hijo(a) **(tomará/posiblemente tome)** una evaluación de matemáticas, lectura o ciencias. Además de las preguntas sobre la materia, los estudiantes contestan los cuestionarios de contexto de NAEP de manera voluntaria. **También es posible que su hijo(a) reciba un cuestionario extendido que toma hasta 10 minutos más y en el que se le hacen preguntas contextuales adicionales.** Los cuestionarios proporcionan información valiosa acerca de las experiencias y oportunidades educativas de los estudiantes participantes tanto dentro como fuera del aula de clases. Puede encontrar más información acerca de los cuestionarios de NAEP en <https://nces.ed.gov/nationsreportcard/parents/spanish.aspx> en la sección “¿Qué se le preguntará a su hijo(a)?”

La evaluación toma aproximadamente 120 minutos para la mayoría de estudiantes, incluyendo tiempo de transición e instrucciones.

La información recolectada se utiliza únicamente con fines estadísticos.

- Las calificaciones de su hijo(a) no se verán afectadas.
- Los estudiantes pueden ser excusados por cualquier motivo, no están obligados a completar la evaluación y pueden dejar de responder cualquier pregunta.
- Aunque la evaluación es voluntaria, NAEP depende de la participación de los estudiantes para ayudarles a los legisladores a mejorar la educación. No obstante, si no desea que su hijo(a) participe, por favor, notifíqueme por escrito antes del **(date)**.

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Nos entusiasma que nuestra escuela participe en NAEP. Sabemos que los estudiantes de **(school name)** demostrarán lo que los estudiantes de nuestro país saben y pueden hacer.

Atentamente,

(School Principal's Name)

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CARTA DE NOTIFICACIÓN A LOS PADRES O TUTORES SOBRE NAEP DE 2019
Evaluaciones de matemáticas y lectura para 4º y 8º grado
(School Letterhead)

(Insert Date Here)

Estimado(a) padre, madre o tutor:

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Su hijo(a) **(tomará/posiblemente tome)** una evaluación de matemáticas o de lectura. Además de las preguntas sobre la materia, los estudiantes contestan los cuestionarios de contexto de NAEP de manera voluntaria. Los cuestionarios proporcionan información valiosa acerca de las experiencias y oportunidades educativas de los estudiantes participantes tanto dentro como fuera del aula de clases. Como parte del Estudio Nacional de Educación Indígena (NIES, por sus siglas en inglés) de 2019, es posible que a los estudiantes indígenas americanos y nativos de Alaska se les hagan preguntas adicionales personalizadas de acuerdo a sus experiencias educativas y sus oportunidades para aprender sobre su cultura y tradiciones. Puede encontrar más información acerca de los cuestionarios de NAEP en <https://nces.ed.gov/nationsreportcard/parents/spanish.aspx> en la sección “¿Qué se le preguntará a su hijo(a)?”

La evaluación toma unos 120 minutos para la mayoría de estudiantes, incluyendo tiempo de transición e instrucciones.

La información recolectada se utiliza únicamente con fines estadísticos.

- Las calificaciones de su hijo(a) no se verán afectadas.
- Los estudiantes pueden ser excusados por cualquier motivo, no están obligados a completar la evaluación y pueden dejar de responder cualquier pregunta.
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Nos entusiasma que nuestra escuela participe en NAEP. Sabemos que los estudiantes de **(school name)** demostrarán lo que los estudiantes de nuestro país saben y pueden hacer.

Atentamente,

(School Principal's Name)

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CARTA DE NOTIFICACIÓN A LOS PADRES O TUTORES SOBRE NAEP DE 2019
Evaluaciones de matemáticas, lectura y ciencias para 12° grado
(School Letterhead)

(Insert Date Here)

Estimado(a) padre, madre o tutor:

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La evaluación toma aproximadamente 120 minutos para la mayoría de estudiantes, incluyendo tiempo de transición e instrucciones.

La información recolectada se utiliza únicamente con fines estadísticos.

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Atentamente,

(School Principal's Name)

* El Centro Nacional para Estadísticas de la Educación (NCES, por sus siglas en inglés) está autorizado por la Ley de autorización para la Evaluación Nacional del Progreso Educativo (20 U.S.C. §9622) para administrar NAEP y para recopilar los expedientes educativos de los estudiantes de agencias o instituciones educativas con el propósito de evaluar programas de educación apoyados por el gobierno federal bajo la Ley de Derechos Educativos y Privacidad Familiar (FERPA) (FERPA, 34 CFR §§ 99.31(a)(3)(iii) y 99.35). Toda la información que proporcionen los participantes podrá usarse únicamente con fines estadísticos y no podrá darse a conocer o usarse ni para identificarlos ni para cualquier otro propósito salvo aquel requerido legalmente (20 U.S.C. §9573 y 6 U.S.C. §151). Por ley, todos los empleados del Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés) al igual que todo representante del mismo, tales como contratistas y coordinadores de NAEP, han hecho un juramento y están sujetos a encarcelamiento hasta por 5 años, una multa de hasta \$250,000 dólares o ambas cosas, si intencionadamente dan a conocer CUALQUIER información de identificación de los participantes. El envío de información de los participantes por vía electrónica será monitoreado por empleados y contratistas federales para detectar virus, programas maliciosos (malware) y otras amenazas conforme a la Ley de Mejoramiento de la Seguridad Cibernética de 2015. La información recolectada se combinará para elaborar informes estadísticos

CARTA DE NOTIFICACIÓN A LOS PADRES, MADRES O TUTORES SOBRE NAEP DE 2019

Puerto Rico

(Membrete de la escuela)

(Coloque la fecha aquí)

Estimado(a) padre, madre o tutor:

(Nombre de la escuela) participará en la Evaluación Nacional del Progreso Educativo (NAEP, por sus siglas en inglés) el (fecha). NAEP es la evaluación continua y nacionalmente representativa más grande acerca de lo que los estudiantes saben y pueden hacer en diferentes materias. NAEP es administrada por el Centro Nacional de Estadísticas de la Educación (NCES, por sus siglas en inglés), parte del Departamento de Educación de Estados Unidos. NAEP es diferente de nuestras evaluaciones estatales ya que ofrece una medida común de los logros en todo el país. Los resultados se publican en un informe llamado La Libreta de Calificaciones de la Nación, el cual les proporciona información a los educadores, padres, legisladores y al público acerca de los logros de los estudiantes.

Su hijo(a) (tomará/posiblemente tome) una evaluación de matemáticas. Además de las preguntas sobre la materia, los estudiantes contestan los cuestionarios de contexto de NAEP de manera voluntaria. Los cuestionarios proporcionan información valiosa acerca de las experiencias y oportunidades educativas de los estudiantes participantes tanto dentro como fuera del aula de clases. Puede encontrar más información acerca de los cuestionarios de NAEP en <https://nces.ed.gov/nationsreportcard/parents/spanish.aspx> en la sección “¿Qué se le preguntará a su hijo(a)?”

La evaluación toma aproximadamente 120 minutos para la mayoría de estudiantes, incluyendo tiempo de transición e instrucciones. Toda la información que proporcionen los participantes podrá usarse únicamente con fines estadísticos y no podrá darse a conocer o usarse ni para identificarlos ni para cualquier otro propósito salvo aquel requerido legalmente (20 U.S.C. §9573 and 6 U.S.C. §151).*

La información recolectada se utiliza únicamente con fines estadísticos.

- Las calificaciones de su hijo(a) no se verán afectadas.
- Los estudiantes pueden ser excusados por cualquier motivo, no están obligados a completar la evaluación y pueden dejar de responder cualquier pregunta.
- Aunque la evaluación es voluntaria, NAEP depende de la participación de los estudiantes para ayudarles a los legisladores a mejorar la educación. No obstante, si no desea que su hijo(a) participe, por favor, notifíqueme por escrito antes del (fecha).

No es necesario estudiar en preparación para NAEP, pero anime a su hijo(a) a que haga su mejor esfuerzo. Un folleto que explica lo que la participación en NAEP significa para usted y para su hijo(a) está disponible en: <https://nces.ed.gov/nationsreportcard/pdf/parents/2012575.pdf>. Si tiene alguna pregunta, comuníquese con (nombre) al (número de teléfono) o por correo electrónico a (email).

Nos entusiasma que nuestra escuela participe en NAEP. Sabemos que los estudiantes de (nombre de la escuela) demostrarán lo que los estudiantes de nuestro país saben y pueden hacer.

Atentamente,

(Nombre del/de la directora(a))

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CUALQUIER información de identificación de los participantes. El envío de información de los participantes por vía electrónica será monitoreado por empleados y contratistas federales para detectar virus, programas maliciosos (malware) y otras amenazas conforme a la Ley de Mejoramiento de la Seguridad Cibernética de 2015. La información recolectada se combinará para elaborar informes estadísticos.